

# Letter of Endorsement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse [Student's Name] for the internship position at [Company/Organization Name]. As [his/her/their] [Your Relationship to the Student - e.g., professor, advisor], I have had the pleasure of working with [him/her/them] for [duration] and have been consistently impressed by [his/her/their] dedication, skills, and enthusiasm.

[Student's Name] has demonstrated excellence in [specific skills or projects related to the internship]. [He/She/They] possess the ability to [mention specific strengths or traits], which I believe will make [him/her/them] a valuable asset to your team.

I have no doubt that [Student's Name] will greatly contribute to [Company/Organization Name] during this internship and further develop [his/her/their] skills for a successful career in [related field]. I highly recommend [him/her/them] for this opportunity without reservation.

Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,

[Your Name]  
[Your Position]