

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend [Student's Name], a [Year/Program] student at [Your Institution], who is interested in pursuing an internship at [Company's Name].

[Student's Name] has demonstrated exceptional skills in [mention relevant skills or subjects], and I believe they would be an excellent fit for your team. Their enthusiasm for [related field/industry] and their ability to [mention specific qualities or experiences] make them an ideal candidate for the role.

I'm confident that [Student's Name]'s blend of dedication, creativity, and willingness to learn would contribute positively to your projects. I encourage you to consider them for an internship position by providing them with the opportunity to expand their knowledge and gain practical experience.

Thank you for considering this recommendation. I am looking forward to the possibility of [Student's Name] collaborating with [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Sincerely,

[Your Name]