

Letter of Support for Internship Application

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to express my support for [Student's Name] as they apply for an internship position at [Company/Organization Name]. As [his/her/their] [instructor/mentor/supervisor] at [Institution/Organization], I have had the pleasure of working closely with [him/her/them] over the past [duration].

[Student's Name] demonstrates a strong commitment to [his/her/their] field of study, consistently going above and beyond in [his/her/their] coursework and projects. [He/She/They] possesses excellent [mention specific skills relevant to the internship, e.g., analytical, communication, or technical skills].

Furthermore, [Student's Name]'s ability to work collaboratively in team settings is commendable. [He/She/They] has successfully contributed to [mention specific projects, groups, or activities] which attests to [his/her/their] leadership and teamwork skills.

I firmly believe that [his/her/their] enthusiasm, dedication, and skill set make [him/her/them] an ideal candidate for the internship at [Company/Organization Name]. I am confident that [he/she/they] will make a valuable contribution to your team and gain invaluable experience.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information or insights regarding [Student's Name].

Thank you for considering this exceptional candidate.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]