

# Letter of Recommendation for [Student's Name]

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for the [specific internship position] at [Company/Organization's Name]. As [his/her/their] [professor/advisor] in the [Subject/Department] at [Your Institution], I have had the pleasure of working with [Student's Name] for [duration] and have been consistently impressed by [his/her/their] intellectual curiosity and dedication to [his/her/their] studies.

[Student's Name] has demonstrated remarkable skills in [mention relevant skills or experiences]. [He/She/They] has successfully completed several projects related to [specific subject or skill], which I believe will prove beneficial in [his/her/their] internship position.

Furthermore, [Student's Name] possesses outstanding interpersonal skills, displaying a collaborative spirit and enthusiasm in group settings. [His/Her/Their] ability to communicate effectively has significantly contributed to our classroom environment.

I have no doubt that [Student's Name] will make a positive contribution to your team at [Company/Organization's Name]. I highly recommend [him/her/them] for the [specific internship position] and am confident that [he/she/they] will excel in this role.

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 or require further information.

Sincerely,  
[Your Name]  
[Your Title or Position]  
[Your Institution]