

Letter of Recommendation

Date: [Insert Date]

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

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for the internship opportunity at [Company/Organization Name]. As [his/her/their] high school counselor at [School Name], I have had the pleasure of working with [Student's Name] for [duration].

[Student's Name] has demonstrated exceptional [skills/qualities], such as [list specific skills/qualities relevant to the internship]. [He/She/They] consistently achieves academically while actively participating in [extracurricular activities], showcasing [his/her/their] strong work ethic and dedication.

I am confident that [Student's Name] will bring [his/her/their] enthusiasm and commitment to [Company/Organization Name]. [He/She/They] is an ideal candidate for this internship, and I wholeheartedly support [his/her/their] application.

Should you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Title]
[School Name]
[School Address]
[City, State, Zip Code]