

# Internship Program Endorsement

Date: \_\_\_\_\_

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally endorse [Intern's Name] for your internship program at [Company Name]. As [his/her/their] [professor/supervisor] in [Subject/Field], I have had the opportunity to observe [his/her/their] exceptional skills and dedication.

[Intern's Name] has consistently demonstrated [mention relevant skills, achievements, and qualities such as teamwork, leadership, etc.]. I am confident that [he/she/they] will bring the same level of commitment and enthusiasm to your internship program.

Thank you for considering [Intern's Name] for this opportunity. I believe [he/she/they] will make a valuable addition to your team.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution/Company]  
[Your Contact Information]