

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for the internship opportunity at [Organization Name]. As [his/her/their] teacher for [duration] at [School Name], I have had the pleasure of witnessing [his/her/their] growth and dedication to [specific subject or skill].

[Student's Name] has consistently demonstrated [specific qualities such as leadership, creativity, responsibility, etc.]. [He/She/They] has the ability to [mention relevant skills or experiences], which I believe will be an asset to your team.

I strongly recommend [Student's Name] for this internship opportunity. I am confident that [he/she/they] will excel and contribute positively to your organization.

Please feel free to contact me at [your phone number] or [your email address] should you have any further questions.

Sincerely,

[Your Name]
[Your Title]