

[Your Name]

[Your Title]

[Department]

[University/College Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for the internship opportunity at [Company/Organization Name]. As [his/her/their] faculty advisor for the past [duration], I have had the pleasure of witnessing [his/her/their] academic development and personal growth.

[Student's Name] has consistently demonstrated a strong work ethic, exceptional analytical skills, and a passion for [relevant field/subject]. [He/She/They] excelled in my course on [course name], where [he/she/they] not only mastered the subject matter but also contributed valuable insights during discussions.

Moreover, [his/her/their] ability to work collaboratively in groups stands out, as [he/she/they] always encourages [his/her/their] peers and is open to feedback. I believe [he/she/they] would be an asset to your team, bringing both competence and enthusiasm.

I am confident that if given the opportunity, [Student's Name] will exceed your expectations and significantly contribute to [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Department]

[University/College Name]