

Date:

From (Recommender's Name & Position):

Institution/Organization:

Contact Information:

To (Recipient Name / "To Whom It May Concern"):

Company/Organization:

Address:

Subject: Internship Recommendation for [Student Name]

Introduction (Relationship with Student):

Student's Strengths, Skills, and Achievements:

Examples and Anecdotes:

Relevancy to the Internship Position/Program:

Conclusion and Strong Recommendation Statement:

Sincerely,

Signature

Name

Position/Title

Contact Information

* Please fill in all necessary details before submitting this letter.

