

Date:

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From (Recommender's Name & Position):

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Institution/Organization:

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Contact Information:

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

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Company/Organization:

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Address:

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**Subject:** Internship Recommendation for [Student Name]

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Introduction (Relationship with Student):

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Student's Strengths, Skills, and Achievements:

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Examples and Anecdotes:

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Relevancy to the Internship Position/Program:

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Conclusion and Strong Recommendation Statement:

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Sincerely,

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Signature

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Name

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Position/Title

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Contact Information

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

