TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Internship Letter of Recommendation

Dear **[NAME]**

I understand that  **[NAME]**  is applying for an internship with Acme Public Relations, working in the media relations department. I was  **[NAME]**  student advisor during her junior year at NBU and worked closely with her throughout the school year.

As you may know, NBU is known for its media department and has a track record for educating students in the many facets of public and media relations. Many of our students go on to successful careers in journalism, work for major corporations, or secure jobs with the top PR firms in the country.

**[NAME]** not only completed her media relations coursework with the highest-grade point average, but the feedback from her professors was consistently positive.  **[NAME]** professors noted that she was smart, eager to learn, responsible, and had an innate knack for the workings of both traditional and digital media in today's shifting media landscape. I am confident that **[NAME]**  would be an asset to your organization and excel in your fall internship program.

Please call my land phone, cell phone, or email me if you have any questions.

Sincerely,