TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Recommendation Letter for Internship

Dear **[NAME]**

To Whom This May Concern,

It is my understanding that **[NAME]**  is applying for an internship with your organization, working with children in your **[NAME]** program. I have known **[NAME]**  for over **[#]** years and have had the opportunity to work with her in many capacities. **[NAME]** was a riding student of mine in elementary through high school, during which time she grew from a beginner herself to help teach the basics of horse care and equitation to newer students.

As well as a teaching facility, we also breed a few horses and ponies each year, and **[NAME]** has always been very involved in working with the youngsters. She has helped to provide ground training and grooming to our weanlings, as well as help with saddle training and schooling green horses.

In addition to helping with the horses, **[NAME]** has also been a fantastic babysitter for my three rambunctious children.

I have absolute confidence in her maturity, and ability to make the right decisions to keep children and animals safe and happy. **[NAME]** is a bright, honest, sensible young woman, and I'm sure she would be an asset to your summer program.

If you have any questions, please feel free to contact me by phone or email.

Sincerely,