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]**

I am very pleased to write this letter of reference on behalf of **[NAME]** for the purpose of his/her internship in your company. He/She has been my student for the past years, and I know that he/she can provide outstanding results.

This student is also remarkably and undeniably amazing when it comes to working under pressure.

The major purpose of this letter is for the candidate to experience the real world of industry. He/she possess the skills of **[MENTION SKILLS/CAPABILITIES]**  as well as diverse academic interests, such as **[SKILLS]**

I will gladly answer all further questions about **[THE CANDIDATE’S NAME HERE].**

I hope that you will consider this recommendation letter and think through the candidacy of **[NAME]** for this internship.

Thanking you.

Yours’ Sincerely,