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 believe  **[NAME]**  deserves a strong consideration for internship program at **[NAME OF PLACE]** .

He/she has been a hardworking person, enthusiastic and active student. I have always seen him/her putting the best efforts into his/her work. He/she further has consistently produced a high standard of work and among the best students in his/ her class with excellent grades.

**[NAME]**  has the ability to manage his/her time effectively and lead projects which were being completed on time. The best part of his/her projects was that all of them were of high standards and extremely well-thought and planned.

I am proud to say that  **[NAME]** would be the ideal candidate for the internship program. He/she will be productive and a trustworthy intern.

Sincerely