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]**

**[NAME]** is**[#]** year management student in our management school. She is doing major in **[SUBJECT NAME]**  and minor in **[SUBJECT NAME]**. She has completed her last **[#]** semester with straight A grad. She has also presented paper in prestigious conferences and won case study completion as well.

Since **[NAME]**  Bank has always accepted interns from our **[NAME]** school, this year I would like to recommend **[NAME]**. She will surely make an ideal intern in your program. She carries good **[SKILLS NAME]** skills.

It would really great if you could accept her request for doing internship program as she has been preparing for this for last one year.

Should you need any more information please feel free to email or call.

Sincerely