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]**

With pride and confidence, I am writing to you because  **[NAME]**  deserves a strong consideration for the internship program.

 **[NAME]**  is one of my students who I have noticed to have strong skill and potential of a good intern. The reason I am saying this is because she was able to do the task which I have given to her in time. I can say that she is hardworking, enthusiastic, and active and will never leave a job unfinished.

When it comes to her grades, one thing I can assure you that she has been outstanding in class. Her grades are simply excellent for both academic and non-academic activities. She was able to maintain good grades despite her busy activities outside the school and you can be assured that she is suitable for the internship.

 **[NAME]** is one of the brightest students that I have ever known. I am proud of her and am confident enough to say that she is perfect for the intern. I highly recommend her name for this program.

Sincerely