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]**

Hope this letter finds you in good health. I am writing this letter of recommendation to you in favor of my bright student  **[NAME]** . He has been a top student in  **[DEPARTMENT NAME] .**

His research has brought a good name not only to him but me as his mentor and the university. His conduct during studies and research under my supervision was as excellent as a competent student.

Moreover, he is a team player who has brought results from his research in collaboration with his team. I surely recommend him for an internship  **[DEPARTMENT NAME]**  at your prestigious company. Kindly consider his application with full good turn.

Sincerely