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]**

 **[UNIVERSITY AME]** the postgraduate program requires our students to complete a mandatory 3/4-week internship during the month of summer/winter/fall semester break.  **[UNIVERSITY AME]**  prepares its students in various areas such as Food and Nutrition, Textiles and Clothing, Human Development and Family Studies, Housing, Home Management, and Interior Design, Arts and Design, Education and Research.  **[SUBJECT NAME]** .

Our students are trained in the areas of dietetics institutional Management, Textile manufacturing fashion designing and apparel construction, interior designing creative art and crafts, teaching, conducting research, report writing and community work to name a few.

We appreciate that your organization/institution offers a professional work environment and the experience gained by the interns will be valuable in developing their skills.

If applicable, please provide the following information:

* Name of  **[UNIVERSITY AME]**  interns that you will be able to take this summer.
* In what different functional areas, are internship positions available.
* In which cities are internship slots available?
* Please describe your process of selection of summer

Sincerely