

Recommendation Letter for Undergraduate Internship Position

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

I am pleased to write this letter recommending **[Student Full Name]** for the undergraduate internship position at **[Company/Organization Name]**. As **[your position, e.g., Professor of Biology]** at **[University Name]**, I have had the pleasure of teaching and mentoring [Student First Name] in several classes, most notably **[relevant class or project]**, and I have been deeply impressed by [his/her/their] academic performance, work ethic, and commitment to learning.

Throughout the duration of my acquaintance with [Student Name], [he/she/they] has demonstrated exceptional analytical and problem-solving abilities, excelling in both group and individual assignments. [He/She/They] has consistently achieved outstanding grades and has been proactive in seeking opportunities to expand [his/her/their] knowledge beyond the required curriculum.

In addition to [his/her/their] strong academic record, [Student Name] possesses excellent communication skills and shows a genuine enthusiasm for collaborative work. [He/She/They] has contributed significantly to team projects, displaying leadership qualities and adaptability in dynamic environments. Notably, [student's specific achievement, such as leading a group project, volunteering, or research involvement], further evidences [his/her/their] passion and initiative.

I am confident that [Student Name] will make a valuable contribution to your organization. [He/She/They] is eager to embrace new challenges and is well-prepared to apply [his/her/their] academic knowledge in a real-world setting. I wholeheartedly support [his/her/their] application for the internship position and have no doubt that [he/she/they] will excel in your program.

Please feel free to contact me at [your email address] or [your phone number] should you require further information or specifics regarding [Student Name]'s qualifications and achievements.

Sincerely,

[Your Name]

[Your Title/Position]

[Department, University Name]

[Contact Information]