[School Name]

[Your Name] **|** [Email Address]

[Select a Date]

To Whom It May Concern:

I am writing this reference at the request of <Student Name>, who is applying for summer internship at <Company Name>. I have known <Student> for <two years> in my capacity as a teacher at <School Name>. <Student> took <Course Name> and <Course Name> from me and earned superior grades in those classes. Based on <Student>’s grades, attendance, and class participation, I’d rate his academic performance in my class as exceptional.

<Student> has a number of strengths to offer an employer. He is always interested in helping others. For example, <add a specific experience example>. <Student> is also a very fast learner. <Add additional strengths.>

In conclusion, I would highly recommend <Student>. If his performance in my class is any indication of how he’d perform in the available position, <Student> will be an extremely positive addition to your organization. If you need any additional information, feel free to contact me at <telephone> or by email at <email address> anytime.

Sincerely,

[Your Name]