

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for an internship position at [Company/Organization Name]. As a [Your Position] at [Your Institution/Organization], I have had the pleasure of working closely with [Student's Name] during their time as a student at [HBCU Name], where they have consistently demonstrated exceptional skills and a strong commitment to their academic and professional development.

[Student's Name] has exhibited remarkable [specific skills or traits, e.g., analytical skills, leadership abilities, teamwork, etc.], which I believe will make them an invaluable asset to your team. In

[his/her/their] role as [specific position or project], [he/she/they] [describe a specific achievement or responsibility that showcases the student's capabilities].

Moreover, [Student's Name] embodies the values of [HBCU Name], including [mention any relevant values such as community service, cultural awareness, etc.], making them not only a capable candidate but also a representative of the strong principles that our institution stands for.

I wholeheartedly support [Student's Name]'s application for this internship and believe that [he/she/they] will bring enthusiasm, dedication, and a fresh perspective to [Company/Organization Name]. Should you require any further information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering [Student's Name] for this opportunity.

Sincerely,

[Your Name]
[Your Title]
[Your Institution/Organization]