

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for a work immersion opportunity at [Company/Organization Name]. I had the pleasure of working with [Student's Name] during [his/her/their] time at [School/Institution Name], where I served as [Your Position/Relation to Student].

[Student's Name] has demonstrated exceptional [skills/qualities] such as [specific skills or traits related to the internship], which I believe will greatly benefit your team. [He/She/They] consistently approached tasks with enthusiasm and a strong work ethic, completing [specific projects or tasks] with remarkable attention to detail.

I am confident that [Student's Name] will bring the same dedication and passion to the work immersion program at [Company/Organization Name].

[He/She/They] is not only a quick learner but also possesses strong [communication/teamwork/problem-solving] skills that make [him/her/them] a valued asset to any team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]