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| --- |
| [School Name] |

[Your Name] **|** [Street Address, City, ST ZIP Code] **|** [Phone Number] **|** [Email Address]

[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 [length of time] 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]