

Casual Internship Email

Hello [Company Name] Team,

I am writing to recommend [Student Name] for the internship position in your department.

[He/She/They] has been an outstanding student in our [Course Name] program, showing creativity, reliability, and teamwork.

I am confident that [Student Name] will adapt quickly and make a meaningful contribution to your organization. Please feel free to contact me if you have any questions.

Best regards,

[Your Name]

[Department]

[College Name]

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