Ms. Becky Smith

4 Docksider Lane

Lee, New Jersey 12345

September 1, 20XX

Ms. Jane Doe

ABC Company

Chicago, Illinois 11122

Dear Ms. Doe:

I want to take this opportunity to thank you for your guidance and supervision this summer during my internship experience with ABC Company. Your leadership throughout the summer assisted me in further development of my writing and communications skills as well as my ability to implement individual projects and function as a leading contributor on various team projects within the company.

The experience was more than I could have expected and allowed me the freedom to develop and maintain individual accounts as a professional member of the team. I actually felt like a major contributor in the weekly planning sessions and I was able to independently assist clients in making changes to their existing contracts with ABC Company. Working for ABC Company helped me use the knowledge I’ve acquired over the past three years as a college student as well as the skills I’ve developed during my previous internships with Z Corporation and the LTC Agency.

I also want to thank the entire staff in the Communications Department for taking the time to share their expertise and knowledge of the field. It was through these times that I felt I was able to learn and grow the most in developing my skills over the course of the summer. The staff was most responsive to my requests and always made me feel like a full-time member of the group.

I appreciate your willingness to write me a recommendation letter and you can mail it directly to my home address included above.

I will keep you informed of my progress in searching for jobs as I get closer to actually applying and posting my resume.

Sincerely,

Becky Smith