**Sample Recommendation Letter For Internship**

The General Manager,

Visakhapatnam Air Port,

Visakhapatnam.

Dear Sir,

I am sending herewith a team of ten boys, the third year students of Aeronautical Engineering from our institution for ten-day internship with your network to enable them to have their mini project as part of the fulfillment of their academic requirements.

The team consists of six boys and four girls all are merit students and are eyeing for campus recruitment this year.  Each one of the students is an expert in the subject and hence, I am recommending them for internship with your esteemed organization.

I request you, in this connection to kindly earmark, some tasks for such interns on rotation basis at least until next four years as per our MOU and oblige us. Based on their merits, if you can consider anyone of them for manning your organization, it will be an additional bouquet for both my boys and me.  They will report to you with official letter tomorrow morning.

Thanking you.

Yours Sincerely,

Dr. Rajeswar Thakur,

Principal,

A.U. College of Engineering.