

[on school letterhead]

[date]

Recommendation for [student name] to complete an internship at Stanford University
Department of Pediatrics

To Whom It May Concern:

1. [state your role at the institution: Professor of XX.....academic advisor, etc]
2. [confirm your relationship with the student]
3. [confirm your recommendation for the student to complete the internship, and how the internship will enhance the student's studies and career goals]

Sincerely

XXXX

[name and title]