

DRAFT Intern Endorsement Letter

To Whom it May Concern:

It is a privilege to write this letter endorsing the merits and talent of [Mx. INSERT NAME]. [INSERT NAME] was originally chosen by [COMPANY] for a selective spot within our 2020 summer internship program. [INSERT NAME] was selected among a competitive group of their peers, due to their excellent technical skill and competence, as well as demonstrating promising leadership abilities, propensity for teamwork, and integrity.

However, the COVID-19 pandemic has led to unforeseen disruption of our industry and our organization's business practices. This has unfortunately resulted in our inability to offer our planned summer internship program in 2020.

While it is our sincerest regret that we were unable to offer [INSERT NAME] the intended experience as an intern at our own organization, we hope that their promising talent and qualities not go overlooked when considered for future opportunities.

Cordially,

[SIGNATORY]