

# Reference Letter for [Student's Name]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend [Student's Name] for the internship position at [Organization/School Name]. Having served as [Student's Name]'s [Your Relationship, e.g., teacher, mentor] for [Duration of Time], I have been impressed with their dedication and passion for education.

[Student's Name] demonstrates strong [specific skills or qualities relevant to education, e.g., communication skills, teamwork, problem-solving abilities]. They have consistently shown a willingness to learn and engage with their peers and students.

During [his/her/their] time in my class, [he/she/they] [provide specific examples of projects, activities, or contributions]. These experiences have equipped [Student's Name] with valuable skills that will be beneficial during the internship.

I am confident that [Student's Name] will excel in this role and make significant contributions to your organization. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Sincerely,

[Your Name]

[Your Position]