

# Reference Letter for [Intern's Name]

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Intern's Name], who is applying for the Logistics Intern position at [Company Name]. I have had the pleasure of knowing [Intern's Name] for [duration] as [his/her/their] [professor/mentor/supervisor] at [Your Institution/Company].

[Intern's Name] has proven to possess a strong understanding of logistics principles and a keen ability to analyze complex supply chain scenarios. [He/She/They] has demonstrated exceptional organizational skills and a commitment to [his/her/their] work that is commendable.

During [his/her/their] time with us, [Intern's Name] participated in [specific projects or tasks], where [he/she/they] showed an ability to [describe relevant skills or contributions]. [His/Her/Their] teamwork, punctuality, and adaptability make [him/her/them] an ideal candidate for this internship.

I am confident that [Intern's Name] will be able to contribute positively to your team and enhance [his/her/their] learning experience through this internship. I highly recommend [him/her/them] for the position.

If you require any further information, please do not hesitate to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company/Institution]

[Your Contact Information]