

Reference Request for Summer Internship

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference for [Student's Name], who is applying for a summer internship position at [Company/Organization Name]. As [his/her/their] doctoral advisor at [University Name], I have had the pleasure of working closely with [Student's Name] for [duration] and can confidently speak to [his/her/their] skills and abilities.

[Student's Name] has demonstrated exceptional [mention specific skills or attributes relevant to the internship], making [him/her/them] a strong candidate for this opportunity. [He/She/They] has shown remarkable dedication and enthusiasm in [his/her/their] research, particularly in [specific project or area of study].

I believe that [his/her/their] expertise in [specific skills/knowledge] will be an asset to your team. It would be greatly appreciated if you could provide a reference on [Student's Name]'s behalf, highlighting [his/her/their] qualifications and potential contributions to your organization.

Thank you for considering this request. If you need any more information or wish to discuss [Student's Name] further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[University Name]
[Department]