

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Candidate's Name], who is applying for an internship opportunity at [Company/Organization Name]. I have known [Candidate's Name] for [duration of time] in my capacity as [your relationship to the candidate].

[Candidate's Name] is a dedicated and motivated individual, exhibiting strong work ethic and passion for [relevant field or industry]. During our time together, I have witnessed [his/her/their] ability to [specific skills or qualities that are relevant to the internship, e.g., teamwork, leadership, problem-solving].

In addition to [his/her/their] professional skills, [Candidate's Name] possesses commendable personal qualities such as [list personal qualities, e.g., integrity, reliability, and enthusiasm]. I believe these traits will make [him/her/them] an excellent fit for your team.

I strongly support [Candidate's Name]'s application for this internship and am confident that [he/she/they] will contribute positively to your organization. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]