

# Referral Letter for Internship

Date: [Insert Date]

To Whom It May Concern,

I am writing to highly recommend [Student's Name] for the internship position at [Company/Organization Name]. As [his/her/their] [teacher/professor/mentor] at [Your Institution or Organization], I have had the pleasure of seeing [him/her/them] grow academically and personally.

[Student's Name] has demonstrated exceptional skills in [mention relevant skills or subjects, e.g., research, teamwork, communication], which I believe make [him/her/them] a great fit for this internship. [He/She/They] consistently displays a strong work ethic and a passion for [relevant field or industry]. For example, [provide a specific example of the student's work or achievements].

In addition to [his/her/their] academic strengths, [Student's Name] is a natural leader and a collaborative team player. [He/She/They] not only seeks to excel individually but also encourages peers, contributing positively to group dynamics.

I am confident that [Student's Name] will bring the same dedication and enthusiasm to [Company/Organization Name] as [he/she/they] has shown in [his/her/their] time at [Your Institution].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]