

Reference Letter for Internship Application

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Applicant's Name] for the internship position at [Company/Organization Name]. As [his/her/their] [professor/mentor/supervisor] at [Your Institution/Organization Name], I have had the pleasure of knowing [him/her/them] for [duration] and can attest to [his/her/their] exceptional skills and development during this time.

[Applicant's Name] has consistently demonstrated [his/her/their] ability to [mention relevant skills or experiences]. [He/She/They] is not only a quick learner but also possesses a great work ethic that has led to [his/her/their] successful completion of [project or task].

I believe that [his/her/their] proactive approach and [specific quality, e.g., creativity, analytical skills] will make [him/her/them] a valuable addition to your team. I highly recommend [Applicant's Name] for this internship without reservation.

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Address]

[Your Email]

[Your Phone Number]