

# Reference Letter for [Student's Name]

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for the internship coordinator position in your co-op program. During [his/her/their] time at [Your Organization], [he/she/they] has consistently demonstrated exceptional skills and a strong work ethic.

[Student's Name] has [provide specific examples of student's skills, contributions, or achievements]. [He/She/They] has shown [mention any characteristic traits like leadership, teamwork, communication skills] throughout [his/her/their] time here.

I firmly believe that [Student's Name]'s dedication and abilities will greatly benefit your co-op program. [He/She/They] is a quick learner and adapts well to new challenges.

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

Thank you for considering this recommendation.

Sincerely,  
[Your Name]