

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to you regarding [Applicant's Name], who is applying for the summer position of [Job Title] at [Company's Name]. I am pleased to provide a reference for [him/her/them].

[Applicant's Name] has [describe the relationship, e.g., been my student, intern, etc.] for [duration]. During this time, I observed [his/her/their] exceptional skills in [mention relevant skills or experiences]. [He/She/They] demonstrated a strong work ethic and a positive attitude.

I am confident that [Applicant's Name] will bring the same dedication and enthusiasm to the position at your company. [He/She/They] is a quick learner and possesses excellent [mention relevant qualities or skills related to the job].

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]