

# Academic Reference Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Department]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to recommend [Student's Name] for the internship position at [Company/Organization Name]. I have had the pleasure of teaching [him/her/them] in my [Course Name] class at [University/College Name], where [he/she/they] demonstrated exceptional [qualities/skills related to the internship].

[Student's Name] has consistently exhibited a strong work ethic, critical thinking abilities, and a passion for [Field/Subject]. During the course, [he/she/they] [mention any projects, presentations, or specific skills related to the internship].

I believe that [his/her/their] skill set and determination make [him/her/them] a perfect fit for this internship. [Student's Name] is not only academically talented but also possesses the interpersonal skills necessary to thrive in a collaborative environment.

I highly recommend [Student's Name] for this opportunity and am confident that [he/she/they] will make a valuable contribution to your team. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Department]

[University/College Name]