

Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of reference for [Intern's Name], who is applying for an internship position at [Company Name]. I have had the pleasure of knowing [Intern's Name] for [Duration] while they were [describe relationship, e.g., "a student in my class," "working on a project," etc.].

[Intern's Name] has consistently demonstrated [mention skills, attributes, or qualities relevant to the internship, e.g., strong analytical skills, teamwork, dedication, etc.]. One specific instance that stands out is when [give a brief example of a relevant achievement or situation].

I believe that [Intern's Name] would be a valuable addition to your team and they possess the enthusiasm and commitment necessary to succeed in the role. I highly recommend them for the internship position at [Company Name].

If you have any further questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Organization]