

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this reference letter for [Intern's Name] who is applying for an internship position at [Company/Organization Name]. I have had the pleasure of knowing [Intern's Name] for [duration] while they were [describe context, e.g., a student in my class, a volunteer in our organization, etc.].

During this time, [Intern's Name] has demonstrated exceptional [qualities/skills, e.g., diligence, creativity, analytical skills, etc.]. They consistently [specific examples of their work or contributions]. Their ability to [mention relevant skills or traits, e.g., work collaboratively, think critically, communicate effectively, etc.] sets them apart as a strong candidate for this opportunity.

Furthermore, [Intern's Name] has shown an impressive capacity for [any relevant experience or accomplishments, e.g., problem-solving, leadership, adaptability, etc.]. I am confident that these attributes will make them a valuable asset to your team.

I highly recommend [Intern's Name] for the internship at [Company/Organization Name]. I believe they will bring enthusiasm, talent, and a strong work ethic to your organization. If you have any further questions, please do not hesitate to contact me at [your phone number] or [your email].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]