

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

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position] at [Your Organization] to provide a reference for [Student's Name], who is applying for an internship position with your organization.

I have had the pleasure of working with [Student's Name] for [duration], during which they have demonstrated exceptional skills in [specific skills or areas].

[Provide specific examples of the student's work, achievements, or qualities that make them a strong candidate for the internship.]

I believe that [Student's Name] would be a valuable addition to your team, bringing enthusiasm, dedication, and a strong work ethic.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this application.

Sincerely,

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