

Professional Reference Recommendation Letter for Internship Positions

[Your Name]
[Your Title/Position]
[Company/Organization/Institution Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address Line 1]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Full Name] for the [Internship Position Title] at [Company/Organization Name]. As [my student/employee/mentee] at [Your Institution or Company], I have had the pleasure of supervising and working with [him/her/them] for [duration of relationship], during which [he/she/they] consistently demonstrated exemplary dedication, intellectual curiosity, and a strong commitment to professional growth.

[Candidate's Name] has excelled in [describe specific course, project, or job responsibilities], showing an impressive ability to [mention relevant skills such as critical thinking, teamwork, communication, leadership, etc.]. [He/She/They] stands out for [his/her/their] ability to work collaboratively with peers, adapt to new challenges, and contribute thoughtfully to group discussions and projects.

Moreover, [Candidate's Name] is quick to grasp new concepts and approaches challenges with a positive attitude. [He/She/They] consistently met deadlines, produced high-quality work, and was proactive in seeking feedback to further develop [his/her/their] skills. [His/Her/Their] professionalism and integrity have truly set [him/her/them] apart from [his/her/their] peers.

I am confident that [Candidate's Name] would be a valuable asset to your team and will excel in the internship role. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding [his/her/their] qualifications and abilities.

Thank you for considering this recommendation. I wholeheartedly support [Candidate's Name]'s application and believe [he/she/they] will make meaningful contributions as an intern at your organization.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization]