

Sample Recommendation Letter for Internship Application (Personal Reference)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title (if known)]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend [Applicant's Full Name] for the [Internship Position] at [Company/Organization Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as a [describe your relationship: friend, mentor, community member, etc.], and have witnessed firsthand their commitment, reliability, and strong work ethic.

[Applicant's Name] is an exceptionally motivated individual who consistently demonstrates creativity, responsibility, and maturity in all endeavors. During the time I've known [him/her/them], [he/she/they] has shown a keen ability to balance multiple commitments while maintaining excellent performance and a positive attitude. For example, [provide a specific anecdote or instance where the applicant exhibited relevant skills or qualities, such as leadership, teamwork, problem solving, or dedication].

One of [Applicant's Name]'s greatest strengths is [his/her/their] ability to connect with others and work effectively as part of a team. [He/She/They] communicates clearly, listens actively, and treats everyone with respect and kindness, making [him/her/them] a valued member of any group. [Applicant's Name] is also highly dependable; when given a task, [he/she/they] takes responsibility seriously and always strives to exceed expectations.

Based on my experiences with [Applicant's Name], I am confident that [he/she/they] will be an outstanding asset to your organization. [His/Her/Their] passion for learning and willingness to take on new challenges make [him/her/them] the ideal candidate for this internship opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you require any additional information. I wholeheartedly support [Applicant's Name]'s application and am certain [he/she/they] will make a positive contribution to your team.

Sincerely,
[Your Full Name]