

## Reference Letter for Internship Sample: Business Management

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for **[Applicant's Name]**, who has requested my support in pursuing an internship opportunity in business management at your esteemed organization. Having known **[him/her/them]** for **[duration]** as **[his/her/their]** **[professor/mentor/supervisor]** at **[Institution/Company Name]**, I can confidently attest to **[Applicant's Name]**'s exemplary skills, professionalism, and passion for the field.

During the time I have worked with **[Applicant's Name]**, I have been consistently impressed by **[his/her/their]** strong analytical abilities and keen insight into business concepts. **[He/She/They]** excels in problem-solving, quickly identifying key issues and proposing effective solutions. **[Applicant's Name]** also demonstrated outstanding teamwork and communication skills while participating in various group projects and case studies, often taking on leadership roles and ensuring successful outcomes for the team.

**[He/She/They]** possesses a solid understanding of core business management principles, routinely applying theoretical knowledge to practical scenarios with great success. **[Applicant's Name]**'s enthusiasm for learning and openness to feedback have set **[him/her/them]** apart from peers and proved invaluable during collaborative assignments.

I have every confidence that **[Applicant's Name]** will make substantial contributions during **[his/her/their]** internship. **[He/She/They]** brings a blend of academic excellence, interpersonal strengths, and a proactive attitude-qualities that align perfectly with the demands of modern business management.

Please feel free to contact me at **[Your Email/Phone Number]** if you require further information or specific examples regarding **[Applicant's Name]**'s qualifications and experiences.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Institution/Company Name]**