

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of reference for **[Candidate's Name]**, who is applying for an internship position with your organization. Though **[he/she/they]** has not yet acquired formal work experience, I have had the pleasure of getting to know **[Candidate's Name]** as **[his/her/their]** **[teacher/advisor/mentor]** at **[School/Institution Name]**, and can confidently speak to **[his/her/their]** exceptional qualities, strong motivation, and great potential.

During the time I have worked with **[Candidate's Name]**, I have been impressed by **[his/her/their]** academic achievements, particularly in **[relevant subject or project]**. **[He/She/They]** consistently demonstrates a strong work ethic, a willingness to take initiative, and the ability to think critically and solve problems creatively. **[Candidate's Name]** also participates actively in class discussions and group projects, often displaying excellent communication skills and leadership qualities.

Beyond academics, **[Candidate's Name]** is actively involved in **[clubs, extracurricular activities, volunteer work]**, where **he/she/they** has further developed teamwork and organizational skills. These experiences have helped **him/her/them** develop qualities such as adaptability, responsibility, and resilience.

What sets **[Candidate's Name]** apart is **his/her/their** enthusiasm for learning and genuine interest in gaining practical experience. **He/She/They** approaches every new task with an open mind, displays a willingness to learn from feedback, and is committed to personal and academic growth.

I am confident that **[Candidate's Name]** will bring the same dedication, integrity, and eagerness to learn to the internship position as **he/she/they** has shown in an academic setting. I highly recommend **[him/her/them]** for your internship program and am certain that **he/she/they** will quickly prove to be a valuable asset to your organization.

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

Sincerely,

[Your Name]
[Your Position]
[School/Organization Name]