*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Name]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s Company]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Referrer’s Address]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Referrer’s Phone Number or Email Address]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Company]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Address]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Phone Number or Email Address]*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s name],

It is my privilege to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] enthusiastically for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Internship position] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of entity]. As \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]'s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relation to applicant] for the past \_\_\_ years, I have had the pleasure of working with them during their time at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of entity where the referrer and applicant worked]. In this capacity, I have observed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] growth and unwavering commitment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s field of study or interest], and I'm confident they are the ideal candidate for this opportunity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] has demonstrated incomparable enthusiasm for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s field of study or interest]. This was evident in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s commitment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s accomplishment] which showcased their expertises in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Skill or expertise]. As a result of their efforts, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of accomplishment].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]'s skills in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Skill or expertise] have been consistently apparent. One notable instance was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]’s involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s accomplishment]. Thanks to them, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of accomplishment].

In addition, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name]'s capacity for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Skill or expertise] was demonstrated by their contribution to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s accomplishment]. Because of them, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of accomplishment]. Coupled with their academic prowess, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] is well-prepared to take on the challenges of this internship and excel in your esteemed organization.

To conclude, I wholeheartedly recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applicant’s name] for this internship role. I firmly believe that they have the ability to excel in this internship role and that they will be a valuable addition to your team. Should you have any further inquiries, feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s email] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer’s phone number].

Sincerely,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer's signature]
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Referrer's print name]*