

[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]

