To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Organization Name]

Date:

**Subject: Reference Letter for a Student**

Dear Sir/Madam,

I am writing this letter to officially refer [name of Student] for your new Internship Program at [mention name of Organization].

Being his/her teacher, I have known [name of Student] him/her for two years as he/she was one of my students of Financial Accounting at [mention the name of Institute]. I must say that he/she was quite an extraordinary student of mine. He/she was always amongst the top list of students of my class who earned superior grades. His accounting concepts and application of accounting theories and methods on different scenarios was quite amazing. Therefore, I think that he/she deserves a chance to be a part of your Internship Program.

I am completely sure that he/she will definitely prove to be a great intern just like a great student he/she was. For further queries, you are free to contact me any time.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]