

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Hiring Company Name]  
[Hiring Company Address]

Subject: Internship Reference Verification for [Intern's Full Name]

To Whom It May Concern,

I am writing this letter to formally verify that [Intern's Full Name] completed an internship with [Company Name]. The internship period lasted from [Start Date] to [End Date].

During this time, [Intern's Name] served as a [Internship Job Title] within the [Department Name] department. Their primary responsibilities included [Responsibility 1], [Responsibility 2], and [Responsibility 3].

Throughout the internship, [Intern's Name] demonstrated a strong work ethic and a commitment to learning. They successfully completed [Specific Project or Achievement] and consistently met the expectations set for their role. They exhibited professional conduct and worked effectively with our team members.

I can confirm that [Intern's Name] was a valued member of our team during their tenure, and I recommend them for future opportunities in the field of [Industry/Field].

If you require any further information or specific details regarding their performance, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Signature]

[Your Printed Name]