From,  
\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_  
To,  
Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Reference Letter for internship.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I offer this letter of reference on behalf of Akhil Sanker for the purpose of his position as a Research Intern in Microsoft. Considering his Contributions to the research Society and skills marked by the same.

I understand that Research Interns are responsible for working in accomplishing Projects under the R&D section, hence I find him apt for the role and offer my endorsement.

Please do not hesitate to contact me .

Thanking you.  
Yours’ Sincerely,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_