

[Date]

[Professor/Tutor Name]

[Department]

[University/Educational Institution Name]

Subject: Academic Reference Request - [Intern Candidate Name]

Dear [Professor Name],

I am writing to you from [Recruitment Agency Name]. We are currently processing an internship application for [Intern Candidate Name], who has provided your name as an academic referee.

The candidate is applying for a [Type of Internship, e.g., Marketing/Engineering] internship with our client, [Company Name (Optional)]. To assist us in our selection process, we would appreciate your assessment of the candidate's performance and character during their studies.

Specifically, we would appreciate your feedback on the following:

- The candidate's academic performance and technical proficiency.
- Their ability to meet deadlines and manage workloads.
- Their communication skills and ability to work within a team.
- Any specific strengths or areas for development you have observed.

We understand your schedule is busy. A brief email response or a formal letter would be greatly appreciated. Please let us know if there is a specific form your institution requires us to use instead.

Thank you for your time and for assisting this student with their career development.

Sincerely,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]

[Contact Information]