

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support in providing a professional reference for me as I pursue an internship opportunity with [Company/Organization Name]. I believe that your insight into my skills and experiences would greatly enhance my application.

The internship position I am applying for is [Position Title], and I am particularly excited about the chance to [brief description of the internship and why it matters to you]. I have thoroughly enjoyed my time working with you at [Previous Company/Organization/Project], and I feel that you can speak to my [specific skills or experiences relevant to the internship].

If you are willing to assist me, I would be happy to provide you with more details about the internship and my updated resume for your reference. The deadline for submitting references is [Deadline Date].

Thank you very much for considering my request. I truly appreciate your support and guidance.

Warm regards,

[Your Name]