

Request for Employment Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I am applying for an internship position at [Company/Organization Name]. Your insight into my skills and work ethic would greatly contribute to my application.

During my time at [Previous Job/Internship], I greatly appreciated your guidance and support, and you have a thorough understanding of my capabilities. I believe that your recommendation would significantly enhance my candidacy.

If you agree to provide a reference, I would be happy to provide more details about the internship and the specific skills they are seeking. I appreciate your consideration, and I look forward to your positive response.

Thank you very much for your time and support.

Sincerely,

[Your Name]