

Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I apply for an internship position at [Company/Organization Name].

During my time at [Your School/University/Previous Job], I had the pleasure of working under your guidance as [Your Position/Relationship]. I learned so much about [specific skills or knowledge], and I believe your insights would be invaluable to my application.

The internship I am applying for focuses on [brief description of internship], and I think your perspective on my abilities would greatly enhance my candidacy.

If you are willing to help, I would be glad to provide any additional information you may need and can send you my resume for reference. Thank you for considering my request, and I appreciate your support!

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]