

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for an internship opportunity I am applying to at [Company/Organization Name]. The role aligns closely with my career aspirations, and I believe your insights into my skills and work ethic would greatly benefit my application.

During my time at [Your Company/Organization Name], I have had the privilege of working under your guidance on several projects, where I honed my skills in [specific skills or tasks relevant to the internship]. Your perspective would provide a valuable endorsement of my capabilities.

The internship is focused on [brief description of the internship and organization], and I am excited about the potential to contribute to their team while furthering my professional development.

If you are willing to assist me with this request, I would be happy to provide any additional information you might need. Please let me know if you can support my application with a reference by [specific date, if applicable].

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

Sincerely,

[Your Name]