

Letter of Appeal for Internship Recommendation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a recommendation for my internship application as I pursue my graduate studies in [Your Field] at [Graduate School Name].

Having had the opportunity to work under your guidance at [Previous Internship/Job Title], I believe you can attest to my skills in [Key Skills/Experiences Related to Internship]. Your insights into my work ethic and ability to [Specific Task or Project] would greatly enhance my application.

I understand you have many commitments; however, your recommendation would significantly impact my candidacy for this internship opportunity. I am happy to provide any additional information you may need or discuss my goals further.

Thank you very much for considering my request. I truly appreciate your time and support. I look forward to hearing from you soon.

Sincerely,
[Your Name]