

Subject: Request for Internship Recommendation

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a recommendation for me as I apply for an internship position at [Company/Organization Name]. I believe your insights on my work and contributions would be invaluable to my application.

During my time working alongside you on [specific project or task], I greatly appreciated your guidance and support, and I feel that you can truly speak to my skills and work ethic.

The internship opportunity is particularly important for my career development, and I would be honored to have your endorsement. If you agree, I can provide you with more details about the position and the skills I have developed that would be relevant.

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

Best regards,

[Your Name]

[Your Contact Information]