

Inquiry for Internship Recommendation

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University]. I am reaching out to inquire if you would be willing to provide a recommendation for my upcoming internship application at [Specific Organization].

During my time at [Your University], I have developed skills in [mention relevant skills or experiences] which I believe align well with the internship's focus at [Specific Organization]. Your mentorship and guidance have greatly contributed to my personal and professional growth, and I would be honored to have your support in this application process.

If you are willing, I would be happy to provide any information or materials you may need, such as my resume or details about the internship role. I understand your time is valuable, and I deeply appreciate your consideration.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]
[Your Contact Information]