

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Advisor's Name]

[Advisor's Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to respectfully request your support in providing a recommendation for my internship application at [Company/Organization Name]. The internship is focused on [brief description of the internship], and I believe your insights regarding my skills and academic performance will greatly enhance my application.

During my time in your [Course Name] class, I learned invaluable skills such as [list relevant skills or experiences]. I am eager to apply these skills in a practical setting, and I believe that this internship would be an excellent opportunity for my professional growth.

Please let me know if you need any additional information or if you would like to discuss this further. I truly appreciate your consideration and support.

Thank you very much!

Sincerely,

[Your Name]