

# Request for Internship Recommendation

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request your assistance with a recommendation letter for an internship I am applying for at [Company/Organization Name]. I believe your perspective on my skills and experiences would greatly enhance my application.

During my time working with you on [specific project or experience], I learned so much about [relevant skill/subject]. I am excited about the opportunity to apply these skills in a professional setting and strongly feel that this internship could be a pivotal step in my career.

If you are comfortable with this, I would be happy to provide any additional information you might need, such as details about the internship or what to include in the letter.

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

Sincerely,  
[Your Name]  
[Your Contact Information]