

# Request for Personalized Internship Recommendation Letter

Date: [Insert Date]

Dear [Professor/Dr./Mr./Ms. Last Name],

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

During my time in your [Course or Program Name], I gained invaluable knowledge and experience related to [specific skills or knowledge]. Your guidance has significantly shaped my understanding and approach to [relevant field or subject]. I am particularly interested in pursuing an internship in [specific area or position], and I think a recommendation from you would provide a remarkable perspective on my suitability for this role.

The deadline for submission of the recommendation letter is [Insert Deadline]. I would be happy to provide any additional information or materials, such as my resume or details about the internship position, to assist you in writing the letter.

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

Sincerely,  
[Your Full Name]  
[Your Contact Information]