

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a recommendation for me as I apply for an internship with [Company/Organization Name]. I believe that your insights into my skills and experiences would greatly enhance my application.

Throughout my time in [Your Program/Field] at [Your Institution/School], I have greatly appreciated your guidance and mentorship. I am particularly excited about this internship opportunity because [briefly explain why the internship is important to you and how it aligns with your career goals].

The deadline for submission of the recommendation letter is [Deadline Date], and it should be sent directly to [Submission Method/Link]. If you agree, I'd be happy to provide any additional information you might need, including my resume or details about the program.

Thank you very much for considering my request. I truly value your support and look forward to the possibility of working together to make this opportunity a reality.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]