

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Professor's/Advisor's Name]

[Department Name]

[University/College Name]

[University Address]

[City, State, ZIP Code]

Dear [Professor's/Advisor's Name],

I hope this message finds you well. I am writing to request a letter of reference from you as I apply for an internship opportunity at [Company/Organization Name]. The internship program will provide me with invaluable experience in [Field/Industry] and help further my academic and career goals.

During my time in your class [Course Name] during the [Semester/Year], I greatly appreciated your guidance and mentorship. I believe that your insights into my skills and abilities would provide the internship committee with a comprehensive view of my qualifications.

The deadline for submitting the reference letter is [Insert Deadline]. If you agree, I can provide you with additional details about the internship, including my resume and the skills I hope to develop during this opportunity.

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

Sincerely,

[Your Name]