

Dear [Reference's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide me with a personal reference for an internship position I am applying for at [Company/Organization Name]. The internship focuses on [brief description of the internship], and I believe your perspective on my skills and experience would greatly assist my application.

I have always appreciated your support and guidance during my time at [mention where you know them from, e.g., school, previous job]. If you are able to help, I would be happy to provide additional details about the internship and the qualities they are looking for in a candidate.

Thank you very much for considering my request. I understand that you have a busy schedule, so please let me know if you need any further information from my side.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]