

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am writing to kindly request your assistance as I apply for internship opportunities in [specific field or industry]. Your guidance during my [mention specific experience or time period] has been invaluable, and I believe your perspective on my skills and experiences would greatly enhance my application.

In my internship applications, I aim to highlight my [mention relevant skills or experiences]. A recommendation from you would not only provide credibility but also illustrate my strengths from a mentor's viewpoint.

If you are willing to assist me by providing a reference, I would be happy to provide you with any additional information regarding the positions I am applying for or any specific points you may want to include.

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

Sincerely,

[Your Name]