

Reference Request for Internship Position

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference from you regarding my involvement in community service at [Organization/Program Name]. I am currently applying for an internship position at [Internship Company/Program Name], and I believe that your insights into my work ethic and contributions would be invaluable.

During my time at [Organization/Program Name], I had the opportunity to [briefly describe your role or projects you worked on]. Your perspective on my ability to [mention relevant skills or traits, e.g., teamwork, leadership, dedication] would greatly enhance my application.

The deadline for submitting the reference is [Deadline Date], and you may send it directly to [Contact Information of the Internship Provider]. If you need any further information or details about my application, please feel free to reach out.

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

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]