

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Professor's Name]
[Department]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear [Professor's Name],

I hope this letter finds you well. I am writing to request a reference for an internship that I am applying for at [Company Name]. As you are aware, I have been a student in your [Course Name] class and I believe you can provide valuable insight into my skills and work ethic.

The internship is focused on [Brief Description of the Internship], and I believe it will greatly enhance my learning experience. Your recommendation would be instrumental in helping me secure this opportunity.

If you are comfortable providing a reference, I would be happy to provide you with any additional information regarding the internship and my qualifications. Thank you very much for considering my request.

Sincerely,
[Your Name]
[Your Major & Year]