

Subject: Request for Internship Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance as I transition into a new career path. I thoroughly enjoyed my internship at [Company/Organization Name] and learned a great deal under your guidance.

As I apply for [specific role or program] in [industry/field], I would greatly appreciate it if you could provide a reference on my behalf. Your insights into my work ethic and contributions during my internship would be invaluable.

If you are comfortable with this, I would be happy to provide any additional information or context that you might need. Thank you for considering my request, and for all the support you have extended during my internship.

Best regards,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]