

Dear [Instructor's/Manager's Name],

I hope this message finds you well. I am writing to request your support in my application to [Graduate School Name] for [Program Name] by providing a reference based on my internship experience at [Company/Organization Name].

During my time at [Company/Organization Name], I had the opportunity to [briefly describe relevant experiences or projects]. Your insight into my skills and growth would greatly enhance my application.

The deadline for submission is [Date], and I can provide additional details about the program or my experience if needed. Thank you very much for considering my request, and I appreciate your support.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (optional)]