

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I seek internship opportunities in [specific industry or field].

As you know, I have been actively pursuing [relevant coursework or experience] and believe that an internship would greatly enhance my skills and knowledge. Your insight into my work ethic and abilities would provide potential employers with a credible perspective.

If you are available, I would be grateful for the opportunity to discuss this further. Thank you for considering my request. I appreciate your support!

Best regards,

[Your Name]