

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a reference from you for my upcoming job applications. As you may recall, I had the opportunity to intern at [Company/Organization Name] during [Duration], where I gained valuable experience in [Specific Skills/Responsibilities].

Your support would greatly enhance my applications, as your insights into my work ethic and skills would provide potential employers with a better understanding of my capabilities.

If you agree, I would be happy to provide more details about the positions I am applying for or any other information you may need. Thank you very much for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]