

Subject: Request for Reference for Internship Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for an internship position I am applying for at [Company/Organization Name]. As you know, I am eager to expand my professional network and gain invaluable experience in [specific field/industry].

During my time at [Your School/Previous Position], I had the pleasure of [mention any relevant experience, skills, or projects]. I believe that your insights into my work ethic and skills would greatly assist in my application.

If you are willing to provide a reference, please let me know, and I can share any additional information you may need. Thank you very much for considering my request.

Best regards,

[Your Name]

[Your Contact Information]