

Reference Request for Internship

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a reference from you as I am currently applying for internships that would greatly enhance my portfolio and professional experience.

During my time at [Your Institution/Company Name], I gained valuable skills and knowledge, and I believe your insights into my work ethic and abilities would provide a strong endorsement to potential employers.

If you agree, I would be happy to provide more details about the internships I am applying for and any specific areas you might wish to highlight in your reference. I truly appreciate your support and guidance.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]