

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my internship application at [Internship Company Name]. As you know, I am keen to develop my professional skills and gain valuable experience in [specific field or role].

During my time at [Your Previous Company/Organization], I had the pleasure of [describe relevant experience or projects]. I believe that your insights into my work ethic and skills would greatly enhance my application.

If you are able to assist me, I would be happy to provide any necessary details regarding the internship position and my application. Thank you for considering my request, and I appreciate your continued support in my professional journey.

Sincerely,

[Your Name]