

Request for Internship Reference

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my internship application at [Company/Organization Name]. As part of the application process, I am required to provide a validation of my skills and work ethic.

During my time at [Your Previous Internship/Job], I had the opportunity to [mention specific skills or projects you worked on]. I believe your insight into my work and abilities would greatly enhance my application.

If you are willing to provide a reference, I would be happy to give you any additional information you may need. Your support would mean a lot to me as I take this next step in my career.

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

Sincerely,

[Your Name]

[Your Contact Information]