

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your support as I apply for an internship at [Company/Organization Name]. I had the privilege of shadowing you during my job shadowing experience on [Date], and I greatly appreciated the opportunity to learn from you.

As part of my internship application, I would be grateful if you could provide a reference on my behalf. Your insights regarding my skills and experiences during the job shadowing would significantly enhance my application.

Thank you for considering my request. I value your time and support, and I believe your endorsement would be invaluable for my future endeavors. Please let me know if there is any information you need from me.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]