

# Request for Recommendation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to respectfully request a letter of recommendation from you for an internship program I am applying to at [Company/Organization Name]. The internship aligns perfectly with my career goals and academic pursuits in [Your Major/Field of Study].

During my time in your [Course Name] class, I learned valuable skills and concepts that I believe will be beneficial in this internship. Your insight into [specific aspect of the course/professor's expertise] greatly influenced my understanding and passion for [related field].

The deadline for submission is [Deadline Date], and I would be happy to provide more details about the internship and any specific points you might want to include in your recommendation. I can also provide my resume and a summary of my accomplishments to assist you in this process.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my academic journey.

Best regards,

[Your Name]