Program Reference Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] student at [Your University/College], pursuing a degree in [Your Major]. I am writing to request a reference from you for my upcoming internship placement at [Internship Organization].

During my time at [Your University/College], I have greatly valued the knowledge and experience I gained from your [Course/Project/Collaboration]. I believe your perspective on my skills and dedication would be invaluable for this opportunity.

The internship is aimed at [Briefly explain the purpose of the internship and its relevance to your studies]. I am keen to apply what I've learned in your class and further develop my skills in a professional setting.

If you agree, I would be happy to provide any additional information you might need, such as my resume or details about the internship program. Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]