

Reference Inquiry for Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am currently seeking internship opportunities in [specific field/industry] and am reaching out to inquire if you would be willing to act as a reference for me.

As you know, I have gained valuable experience in [mention relevant experience or skills] during [mention context, e.g., previous internships, projects, or studies]. I believe that your insights into my work and abilities could provide potential employers with important perspectives.

If you are comfortable providing a reference, I would be happy to share more details about my internship applications and any relevant information you might need. I truly appreciate your support and guidance throughout my career journey.

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

Best regards,

[Your Name]