

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of reference from you in support of my application for an exchange program internship opportunity with [Organization/Program Name]. As we have worked together during [describe your relationship, e.g., classes, projects, etc.], I believe that you can provide valuable insights into my skills and experiences.

The internship is an excellent chance for me to expand my knowledge and apply what I have learned personally and professionally. Your support in this endeavor would mean a great deal to me.

If you agree, I would be happy to provide any additional information you might need, including details about the internship and the deadline for submission.

Thank you very much for considering my request. I genuinely appreciate your support and mentorship.

Sincerely,
[Your Name]