

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing a reference for my application to an internship opportunity with [Internship Organization Name]. As an active participant in the athletics program at [Your School/University], I believe that your insight into my skills and character would greatly enhance my application.

During my time in the athletics program, I have had the privilege of developing essential skills such as teamwork, discipline, and leadership. I am confident that your perspective as [Recipient's Title or Role] would provide a valuable endorsement of my abilities.

The internship involves [brief description of the internship and its relevance], and I believe that your reference would be instrumental in showcasing my potential to succeed in this role.

If you are able and willing to support my application, I would be happy to provide any additional information you might need. The reference is due by [insert deadline], and I can be reached at [Your Phone Number] or [Your Email].

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,
[Your Name]