

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to kindly request your assistance with providing a reference for my application for an internship at [Museum Name]. As you know, I have been deeply passionate about [specific area of interest related to the museum], and I believe this internship would be an excellent opportunity for me to gain practical experience and further develop my skills in this field.

Your guidance during my time in [class or project] taught me invaluable lessons, and I believe that your insights into my work ethic and dedication would greatly enhance my application. The deadline for submitting the reference is [date], and it would mean a lot to me if you could provide your support.

Please let me know if you would be willing to assist me with this request. I can provide you with further details about the internship or any specific points you might want to include in your reference letter.

Thank you very much for considering my request. I truly appreciate any support you can provide.

Sincerely,

[Your Name]