

Letter Template for Museum Internship Reference Endorsement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Museum Name]

[Museum Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference endorsement for my application for the internship program at [Name of the Internship Program] at [Museum Name]. As you are aware, my experience in your program has greatly enhanced my knowledge and skills in [specific area of interest related to the internship].

During my time at [Museum/Institution], I had the opportunity to [briefly describe your role, accomplishments, and any specific projects]. I believe that your insights would greatly enhance my application and provide the selection committee with a strong understanding of my capabilities and dedication.

If you are able, I would deeply appreciate your favorable endorsement by [specific date]. Please let me know if you require any additional information or if there is anything I can do to facilitate this request.

Thank you very much for considering my request. I truly value the mentorship and guidance you have provided during my time at [Museum/Institution].

Sincerely,

[Your Name]