

Internship Referral Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a referral for an internship opportunity at [Museum's Name]. I am deeply passionate about [specific area of interest related to the museum] and am eager to gain hands-on experience in a dynamic environment.

I have researched your exemplary work in [specific projects or exhibitions] and believe that an internship at your esteemed museum would greatly enhance my skills and knowledge. I am particularly drawn to [specific aspect of the museum or its mission].

If you could kindly refer me to the appropriate contacts for this internship position, I would be very grateful. I have attached my resume for your reference.

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

Sincerely,

[Your Name]