

Request for Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation for a museum internship I am applying for at [Museum Name]. The internship focuses on [brief description of the internship], and I believe that my experience in your [specific course or project] has prepared me well for this opportunity.

The deadline for submitting the recommendation is [date]. If you are able to assist me, I would be happy to provide any additional information about the internship and my qualifications. I greatly appreciate your support and guidance throughout my studies.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]