

Reference Inquiry for Museum Internship

Dear [Reference's Name],

I hope this message finds you well. I am writing to request your support as a reference for my application to a museum internship position at [Museum Name]. As someone who has had the opportunity to work closely with me, I believe your insights would provide valuable context about my skills and work ethic.

The internship focuses on [brief description of the internship, e.g., collections management, education programs, etc.], and I think it would be a fantastic opportunity for my professional development. If you agree to be my reference, the museum may reach out to you directly to ask about my qualifications and experiences.

Thank you very much for considering my request. I appreciate any assistance you can provide. Please let me know if you need any additional information or if there is a convenient time for us to connect.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Degree/Program and University Name]