

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Museum Name]

[Museum Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of reference from you as I am applying for an internship opportunity at [Museum Name]. My passion for art and history, coupled with my academic background in [Your Major/Field], has inspired me to pursue this exciting opportunity to contribute and learn within a museum setting.

During my time at [Your Institution/Organization], I have had the pleasure of working with you on [specific project or experience]. I believe that your insights and experience would significantly enhance my application.

If you agree to provide a reference, I would be happy to supply any additional information about the internship or remind you of key projects we worked on together. The deadline for submission of the reference letter is [Deadline Date].

Thank you for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]