

Request for Reference - Museum Internship

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to the [Specific Museum's Name] internship program. The internship focuses on [brief description of the internship and its relevance], and I believe it aligns perfectly with my career aspirations in the museum and curation field.

During my time as [your position or relationship with the recipient, e.g., your professor, supervisor, etc.], I have gained invaluable experience in [mention relevant skills or experiences related to the internship]. Your perspective on my skills and my work ethic would be tremendously beneficial as I pursue this opportunity.

If you agree to act as my reference, please let me know. The deadline for submission is [insert deadline], and I would ensure that all necessary details are provided to you in a timely manner.

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

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]