Recipient Name

Recipient Title

Company Name

Company Address

City, State, Zip Code

Date

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reference for an internship opportunity I am pursuing at [Company Name/Program]. As you know, I recently completed the coding bootcamp at [Bootcamp Name] where I acquired skills in [specific technologies/languages].

Your support would mean a great deal to me, as I believe your insights into my capabilities and work ethic would greatly strengthen my application. I have learned a lot under your guidance and your perspective on my growth during the course would be invaluable.

If you are willing to help, I would be happy to provide more details about the internship and the skills they are looking for. Thank you very much for considering my request, and please let me know if you need any additional information.

Thank you once again for your ongoing support!

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]