

Reference Request Letter for Internship Application

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my internship application at [Company/Organization Name] for the [specific program or position] in the upcoming [season/year]. I have greatly enjoyed my time in the engineering program at [University Name], and I believe your insights would provide a valuable perspective on my skills and experiences.

During my time in [specific course or project], I had the opportunity to [describe relevant experience or skills]. I believe these experiences have prepared me for the challenges I will face in the internship.

If you are willing to provide a reference, I would greatly appreciate it. Please let me know if you need any additional information or if you would like to discuss this further. Thank you very much for considering my request.

Warm regards,

[Your Name]
[Your Student ID if applicable]