

Reference Request for Internship Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request a reference from you for an internship opportunity that I am applying for at [Restaurant/Company Name]. As you know, I have greatly enjoyed my time at [Culinary School Name], where I have learned and developed my culinary skills under your guidance.

The internship will provide me with valuable hands-on experience in the culinary field and I believe your reference would significantly enhance my application. I am particularly excited about this opportunity as it aligns perfectly with my career goals of [briefly explain career goals].

If you agree to provide a reference, I would be happy to share further details about the internship role and how you can submit your reference. Please let me know if you need any additional information or if there is a good time to discuss this further.

Thank you for considering my request. I appreciate your support and guidance throughout my culinary education.

Sincerely,

[Your Name]

[Culinary Program Name]