

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for a legal internship that I am applying for, which focuses on corporate law. As you are aware, I am pursuing a career in this field and I believe that your endorsement would greatly enhance my application.

During my time at [Your School/Organization], I gained valuable skills and knowledge that I am eager to apply in a practical setting. Your guidance and insights have significantly influenced my interest in corporate law, and I believe that your perspective on my capabilities would be invaluable to potential employers.

If you are able to assist, I would be happy to provide any additional information or discuss the specifics of the position. Thank you very much for considering my request. I appreciate your support and mentorship.

Sincerely,  
[Your Name]