

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you for a legal internship I am applying for, focusing on criminal law. As you know, I have greatly valued the opportunity to learn under your guidance during my time at [Your Institution/Organization].

The internship, offered by [Internship Organization's Name], seeks candidates with a keen interest in criminal law and a commitment to justice. I believe that your insight into my skills and passion for this field would provide a strong endorsement of my abilities and dedication.

If you are willing to provide a reference, I would be more than happy to provide additional details about the internship and my application. Please let me know if this is possible; I appreciate your consideration and support.

Thank you very much for your time and assistance.

Sincerely,

[Your Name]