

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to seek your assistance as I apply for a legal internship position at [Company/Organization Name]. As someone who has worked alongside me at [Your Current Company/Organization], I believe your insights into my skills and character would greatly enhance my application.

If you feel comfortable, I would appreciate it if you could provide a reference that highlights my abilities and contributions to our team. The deadline for submission is [Date], and I can provide any additional information you may need to assist in writing the reference.

Thank you very much for considering my request. I greatly appreciate your support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]