

# Request for Reference for Legal Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Former Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Former Employer's Name],

I hope this message finds you well. I am reaching out to request your support as I apply for a legal internship position at [Company/Organization Name]. As you may recall, during my time at [Former Company Name], I greatly appreciated the opportunity to work under your guidance and learn from your expertise.

Given our positive working relationship, I would be grateful if you could provide a reference for me. Your insights regarding my work ethic, skills, and contributions would be invaluable to my application.

Thank you for considering my request. I am happy to provide any further information you may need. Please let me know if you would be willing to assist me.

Sincerely,

[Your Name]