

# Letter of Request for Legal Internship Reference

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

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

Dear [Mentor's Name],

I hope this message finds you well. I am currently in the process of applying for a legal internship at [Company/Organization Name] and I would be incredibly grateful if you could provide me with a reference.

During my time working with you at [Previous Intern/Project Experience] I learned invaluable skills and gained insight into the legal field that I continue to apply in my studies and professional development. I believe that your perspective on my work ethic and abilities would greatly enhance my application.

The internship opportunity is particularly important to me as it aligns with my career aspirations in [specific area of law]. If you are available, I would be happy to provide you with more details about the position and discuss how you can assist me with the reference.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my journey.

Warm regards,

[Your Name]