

# Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference for my application to a legal internship at [Company/Organization Name]. I have always valued our time together and believe that your insights into my skills would greatly enhance my application.

During my time at [Your School/Previous Internship], I had the opportunity to hone several skills that I believe are pertinent to this internship, including:

- **Legal Research:** My ability to effectively conduct thorough legal research has been demonstrated in various projects.
- **Analytical Thinking:** I have developed strong analytical skills that allow me to break down complex legal issues.
- **Communication Skills:** I possess excellent written and verbal communication skills, which I have showcased through my legal writing assignments.
- **Attention to Detail:** My meticulous approach ensures accuracy in all my work, particularly in contract drafting and document review.

I would be honored if you could speak to these skills and provide your insights into my work ethic and contributions during our time together. Your support would mean a great deal to me as I take this next step in my career.

Thank you for considering my request. Please let me know if you need any additional information. I appreciate your help!

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your LinkedIn Profile] (if applicable)