

Request for Reference for Legal Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to a legal internship focused on public interest law at [Organization/Company Name]. My experiences in [related coursework, volunteer work, or previous internships] have solidified my commitment to this field.

Your guidance during my time at [Previous Organization/School] was invaluable, and I believe your insight into my skills in [specific skills or projects relevant to public interest law] would greatly enhance my application. The internship opportunity would allow me to further develop my legal expertise and contribute to [specific public interest cause].

If you are able to assist, please let me know at your earliest convenience. I can provide further details about the position and deadline for submission if needed. Thank you for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]