

# Reference Request for Internship Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly ask for your support as I pursue an internship opportunity with [Organization Name]. As you know, I have been involved with [Nonprofit's Name] for [duration], and your insight into my contributions would be incredibly valuable.

During my time at [Nonprofit's Name], I have had the pleasure of [briefly describe your role and contributions]. I believe your perspective on my skills in [specific areas] would be essential for this internship position.

If you are willing, I would greatly appreciate it if you could provide a reference for me. The internship application deadline is [date], and I can provide any additional information you may need to facilitate this process.

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

Warm regards,  
[Your Name]  
[Your Contact Information]  
[Your Position or Title, if applicable]