

Reference Request for Internship Application

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for an internship in the aviation program at [Name of Organization/Company]. As you know, I am currently a student majoring in [Your Major] at [Your University], and I am eager to gain practical experience in the aviation field.

Having had the privilege of working under your guidance during [mention any relevant experience or course], I believe that your insights into my skills and work ethic would provide a strong endorsement of my qualifications. I am particularly enthusiastic about this internship as it aligns perfectly with my career goals and the skills I have developed throughout my academic journey.

If you are willing to provide a reference for me, I would greatly appreciate it. The deadline for submission is [Insert Deadline], and I can provide any additional information or forms you may need to facilitate this process.

Thank you for considering my request. I greatly value your support and guidance as I take this next step in my professional journey.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Degree Program]
[Your University]