

# Reference Request for Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Instructor's Name]

[Instructor's Title]

[Department Name]

[Community College Name]

[College Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for an internship I am applying for at [Company/Organization Name]. I believe that your perspective on my skills and dedication during my time in your [specific course or program] would greatly enhance my application.

The internship will [briefly describe the internship and its relevance to your career goals]. I am particularly enthusiastic about this opportunity because [explain your motivation].

If you are willing to assist me, I would be happy to provide more details about the position or any specific points you think might be relevant. The deadline for submitting the reference is [date].

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

Sincerely,

[Your Name]