

Reference Request for Internship Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support in providing a reference for me as I apply for an internship opportunity at [Internship Organization/Company Name]. As part of my counseling program at [Your University/College Name], I believe this internship will greatly enhance my skills and professional growth.

During my time in your class/professional supervision, I have developed a strong foundation in [mention specific skills or areas, e.g., counseling techniques, client assessment]. I am confident that my experiences align well with the expectations for the internship position.

If you are willing, I would greatly appreciate a letter of reference highlighting my strengths, qualifications, and our experiences working together. The deadline for submission is [insert deadline date], and it can be sent directly to [provide submission details or email address].

Thank you for considering my request. Please let me know if you need any more information or if there's anything else I can provide to assist you in this process.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]