

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your confirmation for my internship at [Company/Organization Name] from [Start Date] to [End Date]. As part of the process, I need to provide a professional reference.

The internship has provided me with invaluable experience, and I believe your confirmation would greatly enhance my application for future opportunities.

If you could please confirm my internship details by [specific date], I would greatly appreciate it. Thank you for your support!

Best regards,

[Your Name]

[Your Contact Information]