

Dear [Reference Name],

I hope this message finds you well. I am reaching out to request a reference from you for an internship opportunity I am applying for with [Organization/Company Name]. As you know, I have volunteered under your supervision at [Volunteer Experience/Organization] and believe that my experience there has prepared me well for this position.

The internship focuses on [briefly describe the focus of the internship], and I believe your insights about my skills and contributions would greatly enhance my application.

If you are willing to provide a reference, I can send over more details about the internship as well as my resume for your reference. Thank you very much for considering my request. I appreciate your support and guidance.

Best regards,

[Your Name]

[Your Contact Information]