

Request for Letter of Recommendation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Their Position]
[Organization Name]
[Organization 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 a nonprofit internship at [Internship Organization Name]. Given our previous work together at [Your Previous Work/Project], I believe that you can provide valuable insight into my skills and experiences.

I am particularly interested in this internship because [Brief Explanation of Your Interest]. I feel that your perspective on my contributions to [Specific Project or Experience] would greatly enhance my application.

If you agree to write this letter, I can provide additional details about the internship, as well as my resume and relevant deadlines. I appreciate your consideration of my request and would be grateful for your support.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]