

Subject: Request for Referral for Internship Position

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am reaching out to kindly ask for your assistance with a referral for an internship position at [Company Name] that I am very interested in.

I have developed relevant skills in [mention relevant skills or experiences] and believe that the internship opportunity would not only enhance my professional development but also allow me to contribute positively to the team at [Company Name].

I greatly admire your work in [mention specific project or attribute] and would be grateful for your guidance and support. If you feel comfortable, I would appreciate it if you could refer me for the internship position.

Thank you for considering my request. I am happy to provide any additional information or discuss further if needed. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

[LinkedIn Profile or Other Relevant Link]