

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a letter of recommendation for me as I apply for an internship opportunity with [Company/Organization Name]. This internship aligns perfectly with my goals and I believe it would greatly enhance my skills and experiences in [Field/Industry].

During my time at [Your Institution/University], I had the pleasure of working with you in [Course/Project/Context], where I learned [briefly describe skills or experiences]. I believe that your insight into my abilities and work ethic would provide valuable perspective to my application.

The deadline for submission is [Date], and I would be happy to provide any additional information you might need or discuss this further at your convenience. Thank you very much for considering my request, and I truly appreciate your time and support.

Warmest regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]