

Dear [Professor/Manager's Name],

I hope this message finds you well. I am writing to kindly ask if you would be willing to provide me with a letter of recommendation for an internship opportunity that I am applying for at [Company/Organization Name]. The internship position focuses on [brief description of the internship role], and I believe it aligns well with my skills and career goals.

Throughout my time in your [class/lab/project], I have greatly valued the knowledge and experience I gained under your guidance, particularly in [mention specific skills or projects]. Your perspective on my abilities and work ethic would be invaluable to my application.

The deadline for submission is [date], and I would be happy to provide any additional details or materials to assist you in writing the letter. Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]