

Dear [Recommender's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a letter of recommendation for me as I apply for an internship at [Museum Name]. I believe your insight into my skills and experiences would greatly benefit my application.

This internship focuses on [briefly describe what the internship entails, e.g., art curation, educational programming], and I feel my background in [mention any relevant experience or coursework] aligns perfectly with their goals. Your perspective on my [specific skills or qualities, e.g., dedication, creativity] would provide the selection committee with valuable insight.

The deadline for submission is [provide deadline], and I would be happy to provide any additional information you may need, including details about the internship or my resume.

Thank you for considering my request. I appreciate your support and guidance.

Warm regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]