

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Department Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a recommendation on my behalf for internship opportunities in the field of [specific field or industry]. As you know, I am currently a [Your Year in College, e.g., junior] majoring in [Your Major] at [Your College/University].

Throughout my time in your [specific class or project], I have developed essential skills in [specific skills relevant to the internship] and have gained significant insights that I believe will greatly contribute to my success in a professional environment. Your guidance has been instrumental in my academic journey, and I would greatly appreciate your perspective on my skills and work ethic.

I am seeking internship positions at [List of Companies/Organizations], and I believe that a recommendation from you would enhance my application. The deadline for submission is [Insert Deadline], and I would be happy to provide any additional information you may need to assist with this request.

Thank you very much for considering my request. I truly value your support and mentorship.

Best regards,

[Your Name]

[Your Contact Information]

[Your College/University]

[Your Major and Year]