

Request for Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Professor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request your support in my application for an internship opportunity at [Company/Organization Name]. I believe that your insight into my academic abilities and work ethic would greatly strengthen my application.

During my time in your [Course Name] class, I learned a great deal about [specific skills or topics], and I have applied these skills to [any relevant projects, assignments, or extracurriculars]. I am excited about the possibility of bringing my knowledge to [Company/Organization Name] and contributing to [specific project or goal of the company].

If you are willing to write a letter of recommendation on my behalf, I would be happy to provide you with any additional information, including my resume and details about the internship position.

Thank you very much for considering my request. I would greatly appreciate your help in this matter.

Sincerely,

[Your Name]