

Formal Letter with Reference Sample for Internship Request

This document provides a clear and professional **formal letter with reference sample for internship request**, designed to help students and job seekers effectively communicate their interest in securing an internship position. The letter includes essential elements such as a proper salutation, a concise introduction, a statement of the applicant's qualifications, a polite request for consideration, and a courteous closing. Utilizing this sample ensures that applicants present themselves professionally while demonstrating enthusiasm and suitability for the internship opportunity.

Sample Formal Letter with Reference for Internship Request

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Position/Title, if known]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I am writing to express my interest in the [specific internship position] at [Company/Organization Name], as advertised on [source of the announcement, if applicable]. I am currently a [student/graduate] at [University/College Name] and am currently [mention current status, e.g., majoring in [subject], with a minor in [subject], or have completed [degree] in [subject]]. I am particularly drawn to this position because [mention reason, e.g., the company's mission, the work environment, the opportunity for growth, etc.].
I am pleased to provide a reference from [Reference's Name], [Reference's Position/Title] at [Reference's Company/Organization]. Having worked with [Reference's Name] during [mention time period, e.g., [start date] to [end date]], I have witnessed [mention relevant skills, coursework, or experiences]. I am confident in my ability to [mention relevant duties or objectives]. I am particularly drawn to this position because [mention reason, e.g., the company's mission, the work environment, the opportunity for growth, etc.]. I would be grateful for the opportunity to discuss my qualifications further and demonstrate my enthusiasm for this internship position. Please let me know if you require any additional information.
Sincerely,
[Your Name]

Tips:

- Customize the letter by replacing the text in brackets with your specific details.
- Keep the letter concise and focused on your strengths and the reference provided.
- Proofread carefully to ensure professionalism.