

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 [your current status, e.g., student] at [your school/degree].
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 [describe the experience], I gained valuable insights into [mention relevant skills or experiences].
With a strong background in [mention relevant skills, coursework, or experiences], I am confident in my ability to [mention relevant duties or objectives]. I am particularly drawn to [Company/Organization Name] because of [mention specific reasons or values].
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.
Thank you very much for your consideration.
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.