

Formal Reference Letter Request for Internship Sample

Dear [Referee's Name],

I hope this message finds you well. I am writing to respectfully request a formal reference letter from you to support my application for the [Internship Position] at [Organization/Company Name].

During my time as your [student/employee/mentee] in [Course/Department/Project], I greatly valued your guidance and the learning opportunities I received under your supervision. I believe your insight into my skills, work ethic, and commitment would provide a strong endorsement to complement my application.

The internship at [Organization/Company Name] aligns perfectly with my career objectives and academic interests in [Field/Area of Interest]. The role requires strong [mention key qualifications relevant to the internship, e.g., analytical, communication, or technical skills], which I have developed through [briefly describe relevant experiences or achievements].

If you agree, I would be happy to provide more information about the internship and the skills I hope you can highlight. The deadline for submitting the reference is [Date]. Please let me know if you require any additional details or supporting documents.

Thank you very much for your time and consideration. Your support would greatly enhance my application, and I truly appreciate your help.

Sincerely,

[Your Name]

[Your Contact Information]