

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request a letter of recommendation for my internship application at [Company/Organization Name]. Throughout my time at [Your School/University/Organization], I have had the opportunity to develop skills in [relevant skills or subjects], and I believe your insights into my abilities and work ethic would greatly enhance my application.

During my [time period] working with you on [specific project or task], I developed a strong understanding of [related skills or experiences]. I am particularly proud of my work on [describe a specific achievement or contribution], which I believe demonstrates my [mention qualities such as leadership, dedication, teamwork, etc.].

I am seeking this internship to gain [explain what you hope to learn or achieve], and a letter of recommendation from you would be invaluable in strengthening my candidacy.

If you are willing, I would be happy to provide you with my resume and any additional information you might need to assist in writing the letter. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,
[Your Name]