

[Your Full Name]
[Your Student ID Number]
[Your Email Address]
[Your Phone Number]

[Date]

[Professor's Name]
[Department Name]
[University Name]

Dear Professor [Professor's Last Name],

I am writing to respectfully ask if you would be willing to provide an academic reference for me as I apply for an internship at [Company Name] for the role of [Internship Position Name].

I thoroughly enjoyed your [Course Name/Code] class during the [Semester/Year] term, where I particularly focused on [mention a specific project, topic, or grade achieved]. I believe the skills I developed in your course have prepared me well for this professional opportunity.

The internship application requires a reference who can speak to my [mention specific skills, e.g., research abilities, analytical thinking, or work ethic]. I have attached my current CV and the internship description to this email for your reference.

The deadline for the submission of the reference is [Date]. If you are able to support my application, please let me know if there is any additional information I can provide to assist you.

Thank you for your time and for all your guidance during my studies.

Sincerely,

[Your Signature]
[Your Printed Name]