

Subject: Reference Request - [Student Name]

Dear [Supervisor Name],

I hope this email finds you well.

I am currently applying for [Job Title/Graduate Program] at [Organization Name], and I am writing to ask if you would be willing to provide a professional reference for me based on my internship at [Company Name] from [Start Date] to [End Date].

As my direct supervisor, I believe you can best speak to my skills in [Specific Skill 1] and [Specific Skill 2], as well as my contributions to the [Project Name] project.

I have attached my current resume and the job description for your reference. If you are comfortable providing a recommendation, please let me know if you prefer to be contacted via email or phone.

Thank you for your time and for the mentorship you provided during my internship.

Sincerely,

[Student Name]

[Phone Number]

[LinkedIn Profile URL]