

**To:** Lucy, studiomanager@fashion.com

**From:** Madeleine Leroux, madeleineleroux@gmail.com

**Subject:** Reference Request for Software Developer Internship

Hi Lucy,

I hope you're doing well! I recently saw this season's lookbook, and the collection looks great!

I'm reaching out because I'm applying for a Software Engineer Internship with Treeline Trading, and was hoping you could provide a reference to emphasize why I am qualified for this position.

I really enjoyed working together at Fashion Company, particularly when we solved problems as a team. With that in mind, I thought you'd be the perfect person to vouch for my expertise in analytical thinking and problem solving.

I understand if you're too busy or unable to provide a reference. I've attached my resume and the job posting to making writing this letter easier. Please let me know if you have any questions.

Thanks for your time and I hope to see you soon,  
Madeleine