

# Request for Reference

Dear [Referee's Name],

I hope this message finds you well. I am in the process of applying for a scholarship at [Institution/Organization Name] and I am required to provide references to support my application.

Given our previous experiences together at [mention any relevant context, e.g., "University," "Company," etc.], I believe that you could provide valuable insight into my skills and character.

If you are willing to act as a referee for me, the scholarship committee may reach out to you at [insert timeframe, e.g., "the end of next month"]. I would greatly appreciate your support in this matter.

Please let me know if you would be comfortable providing a reference, and if so, the best way for the committee to contact you.

Thank you very much for considering my request!

Best regards,

[Your Name]

[Your Contact Information]

[Your Current Institution/Company]