

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title]

[Reference's Organization]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to request your support in my application for the [Name of Scholarship] by providing a professional reference on my behalf.

As you know, I have been pursuing my academic and professional goals in [Your Field/Area of Study], and this scholarship would greatly assist me in achieving my objectives by [briefly explain the purpose of the scholarship and how it will help you].

If you agree to provide a reference, the scholarship committee may reach out to you for your insights regarding my qualifications and character. I believe that your perspective on our [mention your relationship, e.g., work, internship, etc.] would be invaluable to them.

Please let me know if you would be willing to assist me with this request. I would be happy to provide any additional information you might need.

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

Sincerely,

[Your Name]