

# Scholarship Reference Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for the [Name of Scholarship] scholarship. As part of the application process, I am required to submit a reference letter, and I believe that your insight into my [academic achievements/work ethic/character] would provide valuable context to my application.

Throughout my time in [class/program/job], I have greatly appreciated your [guidance/support/mentorship]. I feel that you are well-acquainted with my [specific skills or experiences related to the scholarship], and your perspective would lend credibility to my application.

The scholarship seeks candidates who demonstrate [criteria for the scholarship], and I am hoping that you could highlight my [relevant experience or qualities] in your letter. The deadline for submission is [insert deadline], and if you agree, I would be happy to provide further details about the scholarship and my application.

Thank you very much for considering my request. I truly value your support and guidance. Please let me know if you would be willing to write this letter on my behalf.

Warm regards,

[Your Name]  
[Your Major/Field of Study] (if applicable)  
[Institution Name/Organization]