

Request for Academic Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to kindly request your support in providing a recommendation letter for me as I apply for the [Name of Scholarship] scholarship. The deadline for submission is [Deadline Date].

During my time in your [Course Name] class, I learned [mention any relevant experience or achievement], and I believe your perspective on my abilities and character would be highly valuable to my application.

If you agree to assist me with this, I would be happy to provide my resume, details about the scholarship, and any other information you might need. Thank you very much for considering my request.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Degree Program and Year]