

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my scholarship application to [Scholarship Name/Organization]. As you know, I have enjoyed working as [Your Position] at [Company Name] from [Start Date] to [End Date], and I believe you can speak to my qualifications and work ethic.

The scholarship aims to support students pursuing [Field of Study/Goals], and I believe it will significantly aid my educational objectives. If you are able to assist me, I would greatly appreciate it if you could provide a reference letter highlighting my skills, achievements, and contributions during my time at [Company Name].

The deadline for submission is [Deadline Date], and I can provide any additional information you may need to assist in this process. Thank you very much for considering my request.

Sincerely,

[Your Name]