

[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 kindly request your assistance with a reference check for a scholarship application I am currently pursuing. I have listed you as a reference, as I highly value your perspective on my academic and personal achievements.

The scholarship committee may reach out to you to inquire about my qualifications, character, and involvement in [specific activities or fields]. Your insights would greatly contribute to my application and help me in this endeavor.

If you are comfortable with this, please let me know if there is a specific time that works best for you to provide your reference. I truly appreciate your support and guidance.

Thank you very much for considering my request. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]