

Request for Recommendation Letter

Date: [Insert Date]

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] by providing a recommendation letter. As you may know, I am very passionate about [briefly explain your area of study or career goals], and receiving this scholarship would greatly assist me in achieving my educational and professional aspirations.

Having [explain your relationship, e.g., "had the privilege of being your student in [Course/Subject]"], I believe you can provide valuable insights into my capabilities and dedication. The scholarship committee values [specific qualities they look for], and I think your perspective would be incredibly beneficial in showcasing my qualifications.

If you are willing to assist me with this request, I would be happy to provide more details about the scholarship and my accomplishments as well as any required deadline details. The deadline for submission is [Insert Deadline Date].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]