

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference from you for my scholarship application to [Scholarship Program Name]. The scholarship is awarded to students who demonstrate [mention any relevant criteria, e.g., academic excellence, community service, leadership skills, etc.].

Having had the privilege of working under your guidance at [Company/Organization Name] as a [Your Position], I believe that your insight into my work ethic and achievements would greatly enhance my application. During my time there, I have gained valuable experience in [briefly describe relevant skills or experiences], which I hope to build upon if I receive this scholarship.

If you agree, I would be happy to provide more information about the scholarship and my goals moving forward. The deadline for submission is [Deadline Date].

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

Sincerely,
[Your Name]