

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Academic Reference for Scholarship Consideration

Dear [Professor'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]. I have greatly valued your guidance during [specific course or project], and I believe that you could provide insights into my academic capabilities and potential.

The scholarship aims to [briefly describe scholarship purpose], and I feel that my experiences in your class, particularly [mention specific experiences or projects], demonstrate my commitment and fit for this opportunity.

The deadline for submission is [deadline date], and I would greatly appreciate it if you could submit your reference letter by then. If you require any additional information or materials, please let me know, and I would be happy to provide them.

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

Sincerely,

[Your Name]

[Your Program/Field of Study]