

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to respectfully request a character reference as part of my scholarship application for [Name of Scholarship]. I have greatly valued your [mention relationship, e.g., mentorship, guidance] during my time at [School/Organization Name], and I believe your insight would enhance my application tremendously.

The scholarship aims to support students who [mention eligibility criteria or goals of the scholarship]. I am committed to [explain your goals related to the scholarship, e.g., your academic pursuits, community service, etc.], and I believe your reference can provide a meaningful insight into my character and dedication.

If you are available to assist, I would be extremely grateful. I can provide any additional information you may need, including deadlines or the specific skills and qualities to highlight.

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

Sincerely,

[Your Name]