

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request your assistance in providing an academic reference for me as I apply for the [Name of Scholarship]. The scholarship is aimed at [briefly describe scholarship purpose or goals], and I believe that your insights into my academic performance and character would greatly enhance my application.

As you may recall, I took your [Course Name] class during [Semester/Year] and was actively involved in [any relevant project, research, or extracurricular activities]. I am applying for this scholarship because [briefly explain your motivation and potential impact of the scholarship].

If you are willing to assist me, I would greatly appreciate it if you could highlight my skills in [mention specific skills or attributes relevant to scholarship], as well as any other insights you think would be beneficial.

The deadline for submission is [Deadline Date], and I am happy to provide any additional information or forms you may need to complete the reference. Thank you very much for considering my request, and I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID Number]