

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a personal reference for my scholarship application to [Scholarship Name]. The scholarship aims to support students who demonstrate [mention any specific criteria].

As you know, I have been [briefly mention your relationship, e.g., "a student in your class" or "working under your guidance"], and I believe your perspective on my abilities and character would greatly enhance my application.

The deadline for submitting the reference is [Deadline Date]. If you agree, I would be happy to provide you with any additional details or specific points that you might want to include in your letter.

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

Sincerely,

[Your Name]