

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Scholarship Committee/Organization Name]

[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 as I apply for the [Scholarship Name]. As you know, I have been [briefly describe your relationship, e.g., student, employee, volunteer] under your supervision, and I believe that your perspective on my abilities and commitment would provide valuable insights to the selection committee.

The scholarship aims to [briefly describe the purpose of the scholarship], and I am eager to further my education in [your field of study or career goal]. Your endorsement would greatly enhance my application and help illustrate my qualifications.

If you agree to assist me, I would be happy to provide any additional information you may need and discuss any specific points you might want to include in the reference letter. The deadline for submission is [insert deadline], and I would appreciate your support in this matter.

Thank you for considering my request. I understand that you have a busy schedule, and I appreciate any time you can offer. Please let me know if you are willing to assist me, and I look forward to your response.

Sincerely,

[Your Name]