

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you to accompany my scholarship application for [Name of Scholarship]. As I pursue my academic goals, I believe your insights into my [skills/qualities] and experiences would greatly enhance my application.

Throughout [specific time or context, e.g., my time in your class, my role in a project], I have developed a strong admiration for [mention any relevant experience or lesson learned]. I feel that your perspective on my [your strengths/character traits] would provide a compelling endorsement for my application.

The scholarship aims to [briefly describe the purpose of the scholarship or the values it promotes], and I am eager to contribute to [mention your goals or aspirations related to the scholarship]. If you agree to write this letter, I would be happy to provide any additional information you may need, such as my resume, academic achievements, or details about the scholarship.

Thank you very much for considering my request. I truly appreciate your support and the time you would dedicate to this. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]