

# Military Reference Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a military reference for my scholarship application to [Insert Scholarship Name]. As a veteran of [Insert Military Branch], I have greatly valued the skills and experiences gained during my service, which I believe align well with the goals of this scholarship.

The scholarship focuses on [briefly describe the scholarship's focus or values], and I aim to pursue [mention your academic/career goals related to the scholarship]. Your perspective on my character, work ethic, and leadership skills would significantly strengthen my application.

If you agree, I would be happy to provide any additional information or materials you might need to assist you in writing this reference. The deadline for submission is [Insert Deadline], and it should be sent directly to [Insert Submission Method].

Thank you very much for considering my request. Your support means a lot to me.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]