

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title]

[Reference's Institution]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request a letter of reference from you as part of my scholarship applications for [specific scholarship or program name]. Your insight into my skills and experiences would be invaluable in supporting my application.

During my time at [Institution/University Name], I enjoyed [specific experience, project, or activity] which greatly contributed to my personal and academic growth. Your perspective on my [mention specific qualities or achievements] would help showcase my suitability for this scholarship.

The deadline for submission is [insert deadline]. If you agree to assist me, I will provide any additional information you might need, including guidelines for the letter and the submission process.

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

Sincerely,

[Your Name]