

Request for Scholarship Endorsement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I am writing to request your endorsement for my application for the [Name of Scholarship/Community Service Award]. This opportunity aligns perfectly with my passion for community service and my aspiration to further my education.

Over the past [number] years, I have been actively involved in various community service projects, including [briefly describe your community service projects/volunteering experiences]. These experiences have not only allowed me to give back to the community but have also equipped me with valuable skills and insights.

I believe that your endorsement would greatly enhance my application, given your extensive knowledge of my dedication and contributions to our community. I am truly grateful for the mentorship and guidance you have provided throughout my journey.

If you require any additional information or documentation to assist in this process, please do not hesitate to reach out. I appreciate your consideration and hope to have your support in this endeavor.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]