

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support in my application for the [Name of Scholarship] to pursue my undergraduate studies in [Field of Study] at [University Name]. Your guidance and mentorship have been invaluable to me, and I believe that your insights into my abilities and character would significantly strengthen my application.

The scholarship aims to [briefly describe the purpose of the scholarship], and I am eager to contribute to [mention any relevant goals or values related to the scholarship]. I am aiming to submit my application by [Application Deadline], and I would greatly appreciate it if you could provide your recommendation by [Desired Recommendation Deadline].

If you require any additional information to assist you in writing the recommendation, please let me know. I am more than willing to provide my resume or discuss my academic and career goals in detail.

Thank you for considering my request. I sincerely appreciate your support and hope to hear from you soon.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]