

Scholarship Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Professor/Referee's Name]

[Title/Position]

[Department]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Professor/Referee's Name],

I hope this message finds you well. I am writing to formally request a reference letter from you for a scholarship I am applying for as part of my graduate studies in [Your Program] at [University Name]. The scholarship aims to [brief description of the scholarship's purpose], and I believe that your insight into my academic and personal achievements would provide invaluable support to my application.

Having had the privilege of [describe your relationship with the referee, e.g., taking their course, working on research, etc.], I hope you can speak to my [mention key qualities or skills]. The deadline for submission is [insert deadline], and I would be happy to provide any additional information you may need, including my CV and details about the scholarship.

Thank you very much for considering my request. I truly appreciate your help and guidance throughout my academic journey. Please let me know if you would be able to assist me in this regard.

Warm regards,

[Your Name]

[Your Student ID (if applicable)]