

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my application for merit-based scholarships at [Name of Scholarship/Institution]. I am applying for this opportunity to further my education in [Field of Study], and I believe that a reference from you would greatly enhance my application.

Your insight into my [mention your relationship, e.g., academic performance, character, extracurricular activities] would provide the scholarship committee with a valuable perspective on my qualifications. I have particularly enjoyed [mention any specific experience or project related to the recipient], and I believe this reflects my dedication and potential in the field.

The deadline for submission is [Deadline Date], and references can be submitted directly through [details of submission process, e.g., online portal, email]. If you agree to assist me, I would be more than happy to provide any additional information you may need to complete the reference.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my [educational/career] journey.

Sincerely,

[Your Name]