

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request your support as a reference for my scholarship application for graduate studies in [Program Name] at [University Name]. Having had the privilege to work with you in [Course/Project/Research], I believe you can provide valuable insights into my abilities and dedication.

The scholarship I am applying for is aimed at supporting students who demonstrate [specific qualities related to the scholarship]. Your perspective on my skills and contributions would greatly enhance my application.

If you are willing to assist me with this, I can provide additional details about the scholarship and deadlines. I truly appreciate your time and support.

Thank you very much for considering my request.

Sincerely,

[Your Name]