

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply for [Name of Scholarship] scholarship. The application deadline is [Deadline Date].

During my time in your [Course Name] class, I learned a great deal and appreciated your guidance and support. I believe your insights about my skills and commitment could greatly enhance my application.

The scholarship requires references to speak to my academic performance, character, and potential for success in [Field of Study/Career].

If you agree, I would be happy to provide any additional information you might need, including details about the scholarship and discussions of my academic goals and career aspirations.

Thank you very much for considering my request. I understand that this is an additional commitment, and I truly value your support.

Best regards,

[Your Name]

[Your Student ID]