

[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 a reference letter in support of my scholarship application for my intended relocation to [Country/Institution Name] to further my studies in [Your Field of Study].

As you are aware, my educational journey has been greatly influenced by your support and guidance during my time at [Your Current Institution or Organization]. I believe that a reference from you would greatly enhance my application, providing insight into my academic achievements and dedication.

The scholarship aims to [briefly explain scholarship purpose and significance], and I am eager to seize this opportunity to advance my education and contribute positively to the community.

If you agree to assist me with this request, I would be happy to provide any additional information needed to facilitate the writing process. The deadline for submission is [Submission Deadline].

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]