

# Letter of Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor/Reference Name]

[Their Title]

[Their Institution/Organization]

[Their Address]

[City, State, Zip Code]

Dear [Professor/Reference Name],

I hope this message finds you well. I am writing to request a reference letter from you in support of my application for a scholarship to study abroad at [University Name] in [Country]. The scholarship is intended to assist me in pursuing [specific program or field of study] and it would greatly enhance my academic experience.

Having had the privilege of learning from you in [Course Name/Subject] during [semester/year], I believe that you can provide valuable insights into my capabilities and character. Your perspective on my academic performance and participation in [any relevant projects or extracurricular activities] would greatly strengthen my application.

The deadline for submission is [Deadline Date], and the reference letter can be submitted online or mailed directly to the scholarship committee. I am happy to provide any additional information you might need to assist with the letter.

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

Sincerely,

[Your Name]