

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[University/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for the [Name of Scholarship] as part of my engineering program. I have enjoyed [mention any relevant experiences or projects you worked on with the recipient] and believe that your insights into my capabilities would greatly enhance my application.

The scholarship aims to support students with a passion for engineering, and I believe my academic achievements, alongside my commitment to [mention any relevant activities or contributions], align with their objectives.

If you agree to provide a reference, I will ensure you have all the necessary information and deadlines to complete the reference form. I would be grateful for your support, as it would provide me with a significant advantage in my pursuit of this opportunity.

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

Sincerely,
[Your Name]