

[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 kindly request your support in providing a reference for me as I apply for the [Name of Scholarship] in support of my doctoral program in [Your Program].

Throughout my time at [University Name], I have greatly appreciated your guidance and mentorship, especially during [specific course, project, or experience]. Your insight into my abilities and work ethic would greatly enhance my application.

The scholarship requires a letter of reference that speaks to my academic achievements and potential for future research. I believe you could highlight my [specific skills, experiences, or traits that are relevant].

The deadline for submission is [Deadline Date]. If you are willing to assist me, I can provide more details about the scholarship and my current research plans.

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

Sincerely,

[Your Name]