

Reference Request for Scholarship Application

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[College/Organization Name]

[College/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your College/Organization Name], pursuing a degree in [Your Major/Program]. I am reaching out to kindly request a reference from you as I am applying for the [Name of Scholarship] scholarship.

I believe that your knowledge of my skills and dedication during my time in [specific course or activity related to the recipient's knowledge of you] would provide a strong endorsement for my application. The scholarship aims to support students who demonstrate [briefly mention criteria or goals of the scholarship], and I feel that my experiences align well with those values.

Please let me know if you would be willing to provide this reference. I would be happy to supply any information you may need, including my resume, details about the scholarship, and deadlines. Your support would mean a great deal to me.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Phone Number]

[Your Email Address]