

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a reference letter as part of my scholarship application for [Name of Scholarship]. I have enjoyed working at [Company Name] in my position as [Your Position] from [Start Date] to [End Date], and I believe that your insight into my work ethic and dedication would greatly enhance my application.

The scholarship aims to support students in pursuing [Field of Study] and demonstrates a commitment to community and excellence. I feel that my experience at [Company Name] has prepared me well for this opportunity, and your perspective would add valuable credibility to my application.

If you agree to provide this reference, I would be happy to provide any additional information you may need, including details regarding the scholarship and deadlines. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Name]