

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for my application for the [Name of Scholarship] aimed at aspiring tour guides. As you know, I am passionate about [briefly mention your interest in tour guiding and related experiences].

Your mentorship during [specific experience, e.g., internship, course] has greatly influenced my journey, and I believe that your insights into my skills and character would provide a valuable perspective for the scholarship committee.

The scholarship application deadline is [insert deadline date], and I would greatly appreciate it if you could provide your letter by then. I am happy to provide any additional information or materials that might assist you in crafting the recommendation.

Thank you very much for considering my request. I truly value your support and guidance.

Best regards,

[Your Name]