

# Request for Reference

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution]

[Address Line 1]

[Address Line 2]

Dear [Recipient'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 [Scholarship Name] scholarship.

As you know, I have been actively participating in the [Counseling Program Name], where I have gained valuable insights and experiences that have shaped my academic and personal growth. Your perspective on my commitment to the program and my contributions would greatly enhance my application.

The scholarship aims to [briefly explain the purpose of the scholarship]. I believe my involvement in the counseling program reflects my dedication to [mention relevant values or goals related to the scholarship].

If you are willing to provide a reference, please let me know, and I can share more details about the scholarship and submission guidelines. The deadline for submission is [Insert Deadline Date].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]