

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my scholarship application for [Scholarship Name]. I believe your insight into my academic performance and character would greatly enhance my application.

During my time at [Your Institution/Program], I have greatly valued your guidance and mentorship, particularly in [specific course, project, or experience]. Your perspective on my abilities and contributions would be invaluable to the scholarship committee.

The deadline for submission is [Submission Deadline], and should you agree, I will provide further details about the scholarship and the submission process. I acknowledge that you have a busy schedule, and I completely understand if you are unable to assist at this time.

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

Sincerely,

[Your Name]