

Request for Letter of Recommendation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Organization/Institution]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for my scholarship application to [Name of Scholarship]. I believe your insight into my [skills/academic achievements] would significantly enhance my application.

As you know, I have been dedicated to [briefly describe relevant experiences or accomplishments], and I think your perspective on my abilities would be invaluable in illustrating my potential to contribute to [goals of the scholarship or relevant field].

The deadline for submission is [date], and I would be happy to provide any additional information or assistance you may need to facilitate this process. Thank you very much for considering my request.

Warm regards,
[Your Name]