

Date: [Insert 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 ask if you would be willing to provide a letter of recommendation in support of my application for the [Specific Scholarship Name]. The scholarship aims to assist students in pursuing their academic and career aspirations in [specific field or area].

Having had the privilege of [briefly describe your relationship with the recipient, e.g., being your student, working under your supervision], I believe you could provide valuable insights into my skills, work ethic, and dedication. Your perspective on my [mention specific qualities or accomplishments] would greatly enhance my application.

The deadline for submission is [insert date], and I would be happy to provide any additional information or materials that you may need to assist in writing the recommendation. I appreciate your consideration and support in this matter.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]