

Request for Recommendation Letter

Date: [Insert Date]

Dear [Professor/Instructor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for my scholarship application to [Name of the Scholarship or Institution]. As you may know, I am currently [your current status, e.g., a senior at XYZ College, majoring in ABC]. I believe that your insight into my skills and experiences would greatly enhance my application.

During my time in your class, [mention any specific projects, contributions, or skills that would strengthen your request]. I truly appreciate your mentorship and guidance, which have played a significant role in my academic journey.

The deadline for submission is [insert deadline], and I would be more than happy to provide any additional information or meet to discuss this further. Thank you very much for considering my request, and I truly appreciate your support.

Sincerely,
[Your Full Name]
[Your Major/Program]
[Your Contact Information]