

# Request for Recommendation Letter

Date: [Insert Date]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient'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 Scholarship] at [Name of College/University]. As you know, I have enjoyed taking your [Course Name] class during [Semester/Year], and I believe your insights about my academic strengths and character would provide a valuable perspective.

The scholarship requires that the recommendation be submitted by [Submission Deadline], and I would be grateful if you could complete it by then. I would be happy to provide any additional information you might need, such as my resume or details about the scholarship.

Thank you very much for considering my request. Your support means a lot to me, and I truly appreciate your help in my pursuit of further education.

Sincerely,

[Your Full Name]