

## **Subject: Request for Letter of Recommendation for Scholarship Application**

Dear [Professor/Dr. Last 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] at [Name of University]. As you know, I have thoroughly enjoyed taking your [Course Name] class and I believe that you can provide valuable insights into my skills and dedication.

The scholarship aims to support students who demonstrate [specific criteria related to the scholarship]. I believe that your perspective on my academic performance and my commitment to [related achievements or activities] would greatly enhance my application.

The deadline for submission is [Date]. If you agree to help, I would be happy to provide you with any additional information or materials you may need to assist in writing the letter. Thank you very much for considering my request.

Best regards,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Email Address]