

Scholarship Recommendation Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a letter of recommendation for my application for the [Name of Scholarship] due on [Deadline Date]. As you know, I have consistently strived for academic excellence during my studies in [Your Major/Field of Study], and I believe that your insight into my academic journey would provide a compelling testament to my capabilities.

Throughout my time at [Your School/University], I have maintained a GPA of [Your GPA] and have been actively involved in [mention any relevant extracurricular activities, research, or projects]. Your guidance and support during [mention any specific courses or instances] have significantly contributed to my academic growth.

I am applying for this scholarship to further my education and enhance my skills in [mention future goals related to your field]. A recommendation from you would greatly strengthen my application, as you can speak to my dedication and enthusiasm for my studies.

If you agree to write this recommendation, I would be happy to provide any additional information you may need, including my resume or details about the scholarship. Thank you very much for considering my request. I appreciate your support and guidance throughout my academic journey.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]