

Scholarship Recommendation Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in my application for the [Name of Scholarship] by providing a letter of recommendation. I have been actively involved in community service through [describe your community service involvement briefly, e.g., volunteering at a local food bank, participating in environmental clean-up projects], and I believe that your perspective on my contributions would greatly enhance my application.

Throughout my time working with [Organization/Project Name], I have learned [mention skills or lessons learned], and I am passionate about continuing my commitment to serving the community. Your insights into my character and dedication would be invaluable in showcasing my qualifications for this scholarship.

The deadline for submission is [Insert Deadline]. If you agree to assist me, I would be happy to provide any additional information you may need, including my resume and details about the scholarship.

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]

[Your Contact Information]