

Request for Scholarship Recommendation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Professor's Name]

[Professor's Title]

[Department/School Name]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation for a scholarship I am applying for in conjunction with my graduate program in [Your Program] at [University Name]. Given your familiarity with my academic performance and research capabilities, I believe your insights would be incredibly valuable to my application.

The scholarship, [Name of Scholarship], recognizes students who demonstrate [briefly mention the criteria or purpose of the scholarship], and I think my experiences align well with these values. My application is due by [deadline date], and I would greatly appreciate it if you could provide your recommendation by then.

If you agree, I would be happy to provide any additional information you might need, including my resume and details about the scholarship. Thank you very much for considering my request, and I look forward to your response.

Sincerely,

[Your Name]