

# Scholarship Recommendation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for the [Name of Scholarship]. As part of the application, I am required to submit a recommendation letter highlighting my leadership roles and experiences.

During my time at [School/Organization Name], I have had the privilege of serving as [Position/Role], where I [briefly describe responsibilities and leadership skills demonstrated]. I believe these experiences have prepared me to contribute positively to the [scholarship program/field of study].

Your perspective on my leadership abilities and dedication would greatly enhance my application. If you are willing to assist me by writing a recommendation letter, I would be truly grateful. The deadline for submission is [insert deadline], and I would be happy to provide any further information or materials you might need.

Thank you very much for considering my request. Your support means a lot to me.

Sincerely,  
[Your Name]  
[Your Contact Information]