

# Referral Recommendation Request for Scholarship Consideration

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request your support in providing a referral recommendation for my application to the [Name of Scholarship] scholarship program. I am excited about this opportunity to further my education in [Field of Study] and believe that your insight regarding my skills and character would greatly enhance my application.

During my time at [Your School/Organization], I have had the pleasure of [briefly describe your relationship, e.g., working under their guidance, collaborating on a project, etc.]. I believe that your perspective on my [mention specific skills or achievements] would be invaluable to the scholarship committee.

The deadline for submission is [Submission Date], and I would be happy to provide any additional information you might need to make the recommendation process as straightforward as possible. Please let me know if you are able to assist me with this request.

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

Warm regards,

[Your Name]