

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Teacher's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to sincerely thank you for your invaluable guidance and support throughout my time in your [subject] class. Your dedication to teaching and commitment to helping your students excel has greatly influenced my academic growth and personal development.

Your encouragement has inspired me to pursue further education and strive for excellence in all that I do. I truly appreciate the extra time you have spent answering my questions and providing constructive feedback on my work.

As I work towards my goal of continuing my education, I am applying for the [name of scholarship] to help alleviate the financial challenges that come with attending college. I believe a recommendation from you would significantly strengthen my application, as you are familiar with my academic abilities, work ethic, and passion for learning.

Would you be willing to write a letter of recommendation on my behalf for the scholarship? I would be happy to provide more information about the scholarship and my academic achievements if needed. Thank you so much for considering my request, and for being such an influential mentor in my academic journey.

Sincerely,  
[Your Name]