

# Formal Reference Request Letter Sample for Scholarship

Below is a professional template for requesting a reference letter for a scholarship application. Customize as needed for your situation.

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

[Referee's Name]  
[Title/Position]  
[Organization/School/Company Name]  
[Address]  
[City, State, ZIP Code]

Dear [Referee's Name],

I hope this message finds you well. I am writing to kindly request your support by providing a reference letter on my behalf for my application to the [Name of Scholarship] Scholarship.

As my [teacher/mentor/employer] in [subject / capacity], you are familiar with my academic performance, character, and commitment to excellence. I believe your perspective on my dedication, skills, and potential will contribute significantly to strengthening my application.

The scholarship committee is particularly interested in applicants who demonstrate [mention any relevant criteria, such as leadership, academic merit, community involvement, etc.], and I am confident that your insight into my abilities and achievements will help present my candidacy in the best possible light.

If you agree, the letter would need to be submitted by [submission deadline]. Should you require any additional information about the scholarship, my resume, or details of my achievements, I would be happy to provide them at your convenience.

I understand this is a busy time, and I genuinely appreciate your consideration of my request. Thank you very much for your time and support.

Sincerely,  
[Your Name]

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*Tip: Personalize the letter for your referee and the scholarship. Provide all necessary details to make it easy for them to write a strong recommendation.*