### ****High School Student Version – Scholarship Recommendation Request****

**Subject:** Scholarship Recommendation Request – [Your Name]

Dear [Recommender’s Name],

I hope this message finds you well. I am writing to ask if you would be willing to write a recommendation letter for me for the **[Scholarship Name]**, which is due on **[Deadline Date]**. I greatly value your guidance and support, and I believe you can provide insight into my academic and personal strengths.

**About Me:**

* **Name:** [Your Full Name]
* **Email:** [Your Email] | **Phone:** [Your Phone Number]
* **Address:** [Your Address]

**Context of Our Relationship:**  
I have had the pleasure of knowing you for [X years] as my [teacher/coach/mentor] in [class, club, or activity].

**Academic Background:**

* Current GPA: [Your GPA]
* Relevant Coursework: [List key classes or honors courses]
* Awards/Honors: [List notable awards, academic achievements]

**Extracurricular Activities & Work Experience:**

* [Activity/Club/Sport/Volunteer work] – [Leadership role or achievement]
* [Job/Internship] – [Responsibilities or skills learned]

**Personal Qualities:**  
I am known for [list traits: leadership, perseverance, integrity, creativity], demonstrated through [specific examples].

**Goals & Aspirations:**

* Short-term: [e.g., graduate high school with honors, attend college, explore field of interest]
* Long-term: [e.g., pursue a degree in nursing, engineering, business, etc., and contribute to community/profession]

**Financial Need:** (if applicable)  
I am seeking financial assistance to [briefly explain reason].

**Supporting Materials:**  
I have attached [resume, draft of scholarship essay, any relevant documents] to provide additional context and help tailor your letter to this scholarship.

I would be grateful if you could support me by writing this recommendation. Please let me know if you need any additional information or if you are comfortable writing a strong letter on my behalf.

Thank you very much for your time and support!

Sincerely,  
[Your Name]