**College Student Version – Scholarship Recommendation Request**

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

Dear [Recommender’s Name],

I hope you are doing well. I am reaching out to ask if you would be willing to write a recommendation letter for me for the **[Scholarship Name]**, due on **[Deadline Date]**. I greatly respect your perspective and experience, and I believe you can provide valuable insight into my academic abilities and personal qualities.

**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 [professor, advisor, supervisor, mentor] in [course, program, or work setting].

**Academic Background:**

* Current GPA: [Your GPA]
* Relevant Coursework: [List courses relevant to scholarship or field of study]
* Honors/Awards: [List awards, scholarships, or recognitions]

**Extracurricular Activities & Work Experience:**

* [Club, volunteer organization, research project, or student leadership role] – [Description of role/accomplishment]
* [Work experience or internship] – [Skills gained, responsibilities]

**Personal Qualities:**  
I am known for [traits: initiative, leadership, creativity, problem-solving], demonstrated through [specific examples].

**Goals & Ambitions:**

* Short-term: [e.g., complete my degree in X, engage in research, gain professional experience]
* Long-term: [e.g., pursue a career in X, contribute to the field/community]

**Financial Need:** (if applicable)  
I am seeking financial support to [brief explanation of financial need].

**Supporting Materials:**  
I have included [resume, draft personal statement or scholarship essay, and relevant information about the scholarship] to help you write a focused and compelling recommendation letter.

I would deeply appreciate your support in writing this letter. Please let me know if you need any additional information or if you are comfortable writing a strong recommendation for me.

Thank you very much for your time, guidance, and support!

Sincerely,  
[Your Name]