

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Professor's Name]  
[Department]  
[University/College Name]  
[Address]  
[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation for a scholarship application I am pursuing. The scholarship is aimed at [briefly explain the purpose of the scholarship and its significance].

As you may recall, I [mention your relationship with the professor, such as the courses you took, projects you worked on, or any relevant experience]. I believe that your insights into my [skills/qualities, e.g., academic abilities, work ethic, passion for the field] would greatly strengthen my application.

The deadline for submission is [insert deadline], and the letter can be submitted [include submission details, such as electronically or by mail]. I am happy to provide any additional information that might assist you in writing the letter or share my resume for reference.

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Major]