

Request for letter of reference

Date: _____

Name: _____

Thank you for agreeing to prepare a letter of reference for me. I am applying for scholarships and this letter will be used specifically for: _____

The scholarship submission date is _____ and I would be most appreciative if I could have the letter of reference by _____.

Currently my area of study at university/college will be:

I have attached a copy of my student profile so that you may reference my achievements.

I have also attached, where applicable, information regarding the focus of the scholarship.

Website of scholarship I am applying for;

If you need additional information please email me at:

Email address: _____

Phone number: _____

And finally, I would like to thank you for your time and helping me complete my application. I understand how busy you are.

Sincerely,

(Student Name)