

Dear Professor/Dr. [Last Name],

I hope this message finds you well. I'm writing to respectfully request a letter of recommendation for the [Scholarship Name], which would provide [brief description of scholarship benefits].

I particularly valued my experience in your [Course Name/Project] where I [specific achievement or learning]. I believe your perspective on my [specific skills/qualities] would be valuable for this application.

The deadline is [Date], and I've attached:

- My current resume
- Draft of my personal statement
- Scholarship description and requirements
- Submission instructions

Would you be willing and available to write me a strong recommendation? Please let me know if you need any additional information.

Thank you for considering my request.

Best regards,

[Your Full Name]

[Your Contact Information]