**Recommendation Letter Request**

Hello​ ​[Mr., Ms., Coach] [Name],

I hope this email finds you well! I’m in the process of submitting​ [List the type of scholarship, e.g. merit, athletic, accounting] scholarship applications and wanted to reach out to see if you’d feel comfortable writing a recommendation letter for me. I have a lot of admiration for the work you do with me and other​ [Who they work with, e.g. students, players, employees] and would love your help on my path to my future.

As your ​[Relation to them, e.g. student, player, employee], I feel like you’ve had the chance to experience my​ [A passion or skill they can vouch for, e.g. work ethic] and can speak to my ​[Second passion or skill]​.

If you are open to writing my recommendation letter, the deadline to send it to [List how they should submit the recommendation, e.g. to you, through a portal] is [Due date]​. For your convenience, I’ve also attached [A list of your accomplishments, your resume, or a proposed draft].

I sincerely appreciate your consideration of my request. If you need any additional information or have any follow-up questions, please don’t hesitate to email me.

Thank you!

Best,

​​[Your name]​