**Request for a Scholarship Recommendation Letter**

Date:

To:

From:

Email:

**Concerning: A Request for a Scholarship Recommendation Letter**

I am applying for different scholarships that require a letter of recommendation. If you would please write a letter of recommendation for me, I would appreciate it greatly. Please address the letter “To Whom It May Concern” and return it to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I have prepared a list of personal information and accomplishments to assist you with this process.

Feel free to write whatever you think is important about me including a description of academic and personal character qualities. Scholarship committees are particularly interested in my intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, enthusiasm, leadership, and my involvement in community service and extracurricular activities. Please include any information that will help to differentiate me from other students. Thank you very much for your time. If questions arise, please don’t hesitate to contact me.

Thanks again,

Firstname Lastname