

Student Template:
Request for a Scholarship Recommendation Letter

To:

From:

Subject: Request for Scholarship Recommendation for (your name)

Dear Instructor _____,

I will be applying for several scholarships this year including a PCC Foundation Scholarship, which requires two letters recommendation. I am writing in advance to ask if you would be willing to write me a letter of recommendation. I have taken your _____ class in the _____ term of 20____. I am a current student at PCC and am majoring in _____.

If you agree, the PCC Foundation will be sending you a recommendation form at a later date, to complete through your email. The application deadline is March 1 and your recommendation must be submitted by this date.

If you are willing to write me a recommendation, I could meet with you in person with any pertinent information you would like from me. I can also provide you with the following documents to assist you.

1. Scholarship Essays (including one on my career goals)
2. Brief summary of my activities (volunteer, service or campus activities)
3. Unofficial Transcripts

Thank you in advance for your time and assistance. I enjoyed your classes, and it helped me immensely with learning the basics of _____, and you helped me find out what I am capable of. I will always be grateful for that.

Best,

Your Name