**SAMPLE LETTER OF REFERENCE REQUEST**

Month, Day, Year

Dear Mrs. Smith,

I have greatly enjoyed having you as a teacher for English Composition and English Literature. I appreciate all that you have done to make me a stronger writer. Since I am now applying to English programs at various universities, I am also seeking scholarships to help fund my education. I am hoping that you will be willing to write a letter of reference on my behalf to accompany my application to the XYZ Scholarship of The Pittsburgh Foundation.

The XYZ Scholarship is awarded to [INSERT DETAILS ABOUT THE SCHOLARSHIP HERE] high school seniors pursuing studies in English or humanities. The selection committee is primarily looking for a student with a GPA above 3.0 and an interest in studying English or Fine Arts at a four-year university.

Since I completed my senior project on comparative literature under your guidance, I believe that you will be able to provide the selection committee with insight on my academic abilities.

I have attached a list of my recent academic accomplishments and extracurricular involvement as well a writing sample. Please let me know if you would like me to provide any more information, and if you are able to write this letter of reference. I will be submitting the scholarship application and supporting documents by MONTH XX, 20XX. Please email/mail the letter to me no later than INSERT DEADLINE.

Thank you for all that you have done for me, and for your consideration of my request.

Sincerely,

Sarah Miller