

Step-by-Step: Asking for a Scholarship Recommendation

Choose the Right Person

For scholarships, the best recommenders are usually:

- A teacher who knows you well academically
- A coach, club advisor, or mentor (if the scholarship values leadership/community service)
- A counselor (if required)

Pick someone who can speak about your **character, work ethic, leadership, and goals** — not just your grades.

Ask Early (Very Important)

Teachers often write dozens of letters during scholarship season.

Ask **at least 2-3 weeks before the deadline**.

Ask Politely (In Person If Possible)

You can say:

“Hi Ms./Mr. ____, I’m applying for a college scholarship and was wondering if you would feel comfortable writing me a strong letter of recommendation?”

That phrase “strong letter” gives them an easy way to decline if they don’t feel they can write a positive one.

If You Need to Send an Email

Here's a ready-to-use example you can copy and adjust:

Scholarship Recommendation Email Example

Subject: Request for Scholarship Recommendation Letter

Dear Ms./Mr. [Last Name],

I hope you're doing well. I'm applying for the [Name of Scholarship], and I was wondering if you would feel comfortable writing me a strong letter of recommendation.

I really valued being in your [class/activity], especially [mention something specific]. I believe you could speak to my [work ethic/leadership/growth/etc.].

The deadline is [date], and I would be happy to provide my resume, personal statement, or any additional information that would be helpful.

Thank you for considering my request.

Sincerely,
[Your Name]

Give Them Helpful Materials

When they agree, send them:

- ✓ Scholarship name + deadline
- ✓ Your resume or activity list

The easier you make it for them, the stronger your letter will be.

Send a Thank-You

After they submit it:

- Thank them in person
- Or send a short thank-you email
- A handwritten note is impressive

And if you win the scholarship — tell them! Teachers love hearing that.

Common Mistakes to Avoid

- Waiting until the last minute
- Asking someone who barely knows you
- Forgetting to give the deadline
- Not saying thank you