

Example Cover Letter – Student Requesting Recommendation Letter for Scholarship Application

March 17, 2012

Request for Letter of Recommendation for the Rotary Club Scholarship Anna Johnson

Dear Counselor or Teacher,

I am applying for the local Rotary Club Scholarship and would like to request your help. Specifically, I would like to ask if you would be willing to write a letter of recommendation on my behalf. I am making this request because you are familiar with my involvement with after-school community projects and my dedication to earning top grades. This scholarship is for students who have been involved with community service and have achieved academic success, so I think I have a good chance of winning this award.

If you would, please include in your recommendation a discussion of my two years as a hospital student volunteer at Mercy General Hospital, my involvement with our class project to help build shelters for the needy, and my success in your junior and senior Biology classes. In order to help you, I have included a copy of my student résumé. As you can see, my résumé shows I am an all-around serious student and a contributing member of my school and community.

The scholarship application is due April 8, 2012. **I would like to ask if you could return your recommendation to me (or mail them directly to the Rotary Club) by April 4, 2012.** I will be available to answer questions anytime at school or at home (my e-mail is college4annaj@yahoo.com and my phone numbers are 555.555.1234 (home) and 555.555.4321 (cell)). Please let me know if there is anything I can do to help with this request.

Thank you.

Sincerely,

Anna Johnson