



@scholarshipjunkie

The Scholarship Collective  
Weekly Newsletter

Welcome to your free email template guide! This will help you ask your professors, teachers or counselors for a letter of recommendation. Revise as needed to your writing style! :-)

Email Template #1:

Dear Dr./Professor [name],

During my time as a student in [name of class/course], I have learned so much from you. You are/were an impactful professor and I would take the class again.

As I move towards my goals, I was wondering if you would be willing to write me a letter of recommendation for a scholarship I've been preparing to submit. It's due in [number] weeks and if you're willing to write it I can send you the details. Either way, let me know. Thank you so much for your time!

Email Template #2:

Hello!

Hi [name],

I was hoping you could help me write a letter of recommendation for [scholarship name]. I'd like to get my letter from someone I feel has supported me during my college journey, and I feel like you're that person.

I've linked the scholarship I'm looking to apply to that's due in [number] weeks. Please let me know if you have time to write this letter to help me achieve my goals. If you're willing, I can send you more information on the scholarship and recommendation guidelines. Thanks so much!