

John Jones

123 Street Name, Suburb, City, 12345 · 082 345 6789 · johnjones123@gmail.com

1 June 2022

Mary Matthews  
Head of Mathematics  
School Name  
School Address

Dear Mrs Matthews

I am reaching out to ask you to provide me with a reference letter for a bursary opportunity I am applying for. Of course, I completely understand if you are unable to commit to this. Please let me know as soon as possible if you are able to write a letter.

I learned a lot from you while in your Mathematics class, and I think you would be able to provide a level of insight into my skills that would increase my chances of securing funding for my Actuarial Science degree. It has been 3 years since I was a student in your class, I have now graduated Matric and am hoping to pursue studies towards an Actuarial Science degree at the University of Johannesburg next year.

The opportunity I am applying for is the bursary programme at Investec. It is a wonderful opportunity that will cover all of my study-related expenses at University and may also offer me full time employment after I graduate.

Thank you very much for considering my request. I have attached a copy of my Matric (NSC) certificate and the bursary listing for your review. Steven Smith from Human Resources will be the contact person at Investec who will be in touch if you agree to provide the reference for me.

If you have any questions or need any further information, please don't hesitate to let me know.

Sincerely,

*Signature* (hard copy letter)

John Jones



*this sample letter was written by [www.zabursaries.co.za](http://www.zabursaries.co.za) for informational purposes only.*