

Elaine Santos

Sta. Rosa, Laguna

21 July 2025

Professor Leah Ramos

Department of Chemistry

University of the Philippines Los Baños

Subject: Request for Recommendation Letter – DOST Scholarship Application

Dear Professor Ramos:

I hope this message finds you well. I am writing to respectfully request a letter of recommendation to support my application for the DOST Merit Scholarship Program.

I have enjoyed your classes in General Chemistry and believe you are familiar with my performance and dedication to my studies. I would be happy to provide details about the scholarship criteria and my academic background, if helpful.

Thank you very much for your time and support.

Respectfully yours,

(Signature)

Elaine Santos

BS Biology Student, UPLB

Student ID: 2025-20291