

[Your Name]
[Your Position/Title]
[Your Organization/Institution]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Scholarship Organization/Committee Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship]. As [his/her/their] [teacher/professor/employer] for [duration] at [Your Institution/Organization], I have had the pleasure of witnessing [his/her/their] [attributes, skills, and accomplishments] firsthand.

[Provide specific examples of the student's achievements, character, and contributions. Mention academic performances, extracurricular activities, and personal qualities that make them a deserving candidate for the scholarship.]

I genuinely believe that [Student's Name] will make the most of this opportunity and will contribute positively to [his/her/their] future academic community. [His/Her/Their] passion for [field of study or interest] and commitment to excellence make [him/her/them] an outstanding candidate for the [Name of Scholarship].

Thank you for considering this application. I am confident that [Student's Name] will exceed your expectations.

Sincerely,

[Your Name]
[Your Position/Title]