

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

Dear [Scholarship Committee's Name/Specific Person's Name],  
I am writing to express my support for [Applicant's Name] in their application for the [Scholarship Name]. As [your relationship to the applicant, e.g., teacher, employer, mentor], I have had the pleasure of knowing [him/her/them] for [duration] and have witnessed [his/her/their] exceptional abilities and commitment firsthand.

[Provide specific examples of the applicant's achievements, skills, and attributes that make them a strong candidate for the scholarship. Discuss their academic performance, extracurricular activities, volunteer work, and any other relevant experiences.]

I believe that [Applicant's Name] is an ideal candidate for the [Scholarship Name] due to [reasons that relate to the scholarship criteria]. [He/She/They] demonstrate[s] not only academic excellence but also strong leadership and a genuine desire to make a positive impact in [his/her/their] community.

In conclusion, I highly recommend [Applicant's Name] for the [Scholarship Name]. I am confident that [he/she/they] will not only benefit from this opportunity but will also contribute positively to the scholarship community. Thank you for considering [his/her/their] application.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Organization, if applicable]