

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to nominate [Nominee's Name] for the [Scholarship Name] scholarship. As [his/her/their] [relationship to the nominee, e.g., teacher, mentor, supervisor], I have had the pleasure of witnessing [his/her/their] exceptional abilities and dedication firsthand.

[Paragraph 1: Describe the nominee's background, achievements, and qualifications relevant to the scholarship.]

[Paragraph 2: Highlight specific examples of the nominee's strengths, contributions, and character traits that make [him/her/them] an ideal candidate.]

[Paragraph 3: Mention any additional information that underscores the nominee's potential to succeed and positively impact the community.]

I firmly believe that [Nominee's Name] exemplifies the qualities that the [Scholarship Name] seeks to reward and would greatly benefit from this opportunity. Thank you for considering this nomination.

Sincerely,

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