

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

Dear [Scholarship Committee's Name],
I am writing to highly recommend [Student's Name] for the [Name of Scholarship] for their pursuit of a Bachelor of Business Administration. As [his/her/their] [relationship to the student, e.g., professor, advisor] at [Your Institution], I have had the pleasure of knowing [Student's Name] for [duration of time] and have observed [his/her/their] exceptional skills and dedication.

[Student's Name] has consistently demonstrated [specific qualities such as leadership, commitment, work ethic, etc.], which I believe will greatly contribute to [his/her/their] success in the BBA program and beyond. [Provide specific examples of projects, achievements, or experiences that highlight these qualities.]

In addition to [his/her/their] academic accomplishments, [Student's Name] actively participates in [mention any extracurricular activities, clubs, or community service], showcasing [his/her/their] ability to balance multiple responsibilities while contributing positively to [his/her/their] community.

I am confident that [Student's Name] will make the most of this scholarship opportunity and use it to further [his/her/their] education and career in business administration. I wholeheartedly endorse [his/her/their] application and believe that [he/she/they] will represent the values of [Scholarship Organization's Name] with excellence. Thank you for considering [Student's Name] for this scholarship. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights.

Sincerely,
[Your Name]
[Your Position]
[Your Institution/Organization]