

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

Dear [Scholarship Committee's Name],

I am writing to recommend [Student's Name] for the [Scholarship Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., instructor, advisor, etc.] at [Your Institution/Organization].

[Student's Name] has consistently demonstrated exceptional [qualities or skills, e.g., academic prowess, leadership abilities, commitment to community service]. [He/She/They] [specific example of achievements or contributions].

One notable example of [his/her/their] dedication is when [specific incident or project that illustrates the student's capability or character]. This experience solidified [his/her/their] passion for [field of study or related activity] and [further positive attributes].

I firmly believe that [Student's Name] will excel in [future endeavors or specific area of study] and will greatly contribute to [specific field or community]. I am confident that [he/she/they] will make the most of the opportunities presented through the [Scholarship Name].

Thank you for considering this outstanding candidate for the scholarship. I have no doubt [he/she/they] will continue to demonstrate the same level of commitment and excellence in the future.

Sincerely,

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