

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

Dear [Recipient Name or Scholarship Committee],  
I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship] scholarship. As [his/her/their] [Your Relationship to Student, e.g., teacher, mentor, etc.] for [length of time], I have had the pleasure of witnessing [his/her/their] remarkable growth and dedication.

[Student's Name] has consistently demonstrated [mention key qualities like leadership, academic excellence, community involvement, etc.].  
[Provide specific examples of achievements, projects, or initiatives that highlight these qualities.]

In addition to [his/her/their] academic prowess, [Student's Name] has shown an unwavering commitment to [specific causes/activities]. [Include an example where the student made a significant impact.]

I have no doubt that [Student's Name] will continue to excel and contribute positively to [his/her/their] community and beyond.

[He/She/They] truly deserves the opportunity that the [Name of Scholarship] offers.

Thank you for considering this deserving candidate. Please feel free to reach out if you require any additional information.

Sincerely,

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