

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

[Recipient Name]  
[Recipient Title/Position]  
[FJC Scholarship Committee]  
[Committee Address]  
[City, State, Zip Code]

Dear [Recipient Name or "FJC Scholarship Committee"],  
I am writing to wholeheartedly recommend [Student's Name] for the FJC Scholarship. It has been a privilege to know [him/her/them] for [duration] as [his/her/their] [teacher, mentor, supervisor, etc.]. During [his/her/their] time at [Institution/Organization Name], [Student's Name] has consistently demonstrated outstanding [qualities/skills relevant to scholarship]. [He/She/They] excelled in [specific subjects or projects], showing a profound commitment to [specific area or activity].  
[Provide specific examples of achievements, contributions, leadership, or character traits that support the recommendation.]  
[Student's Name] is not only dedicated to [his/her/their] studies, but also actively participates in [extracurricular activities, volunteer work, etc.]. This balance of academic excellence and community involvement makes [him/her/them] an exemplary candidate for the FJC Scholarship.  
I have no doubt that [Student's Name] will continue to strive for excellence in [his/her/their] future endeavors and will make meaningful contributions to [his/her/their] community and beyond.  
Thank you for considering [his/her/their] application. I am confident that [Student's Name] will prove to be a valuable asset to the FJC Scholarship program.  
Sincerely,  
[Your Name]  
[Your Title/Position]