

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the [Scholarship Name]. I have had the pleasure of knowing [Student's Name] for [duration] as [he/she/they] has been a student in my [class/club/program].

[Student's Name] has excelled in [specific skills, subjects, or activities], demonstrating [his/her/their] commitment to [academic excellence, leadership, community service, etc.]. [Provide specific examples of achievements or contributions that highlight the student's strengths].

In addition to [his/her/their] academic prowess, [Student's Name] has also shown remarkable character and perseverance. [Discuss any relevant personal attributes, experiences, or challenges that the student has overcome].

I am confident that [Student's Name] will make the most of the opportunities presented by the [Scholarship Name] and will contribute positively to [his/her/their] future educational environment.

[He/She/They] has the potential to achieve great things and make a significant impact in [his/her/their] field of interest.

Thank you for considering [Student's Name] for this prestigious award. I strongly support [his/her/their] application and believe [he/she/they] would be an excellent candidate for the [Scholarship Name].

Sincerely,

[Your Name]
[Your Title/Position]