

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

Dear [Recipient Name],  
I am writing to enthusiastically recommend [Applicant's Name] for the JGP Scholarship. I have had the pleasure of knowing and working with [him/her/them] for [duration of time] in my capacity as [Your Position] at [Your Institution/Organization].

[In this paragraph, describe your relationship with the applicant and the context in which you know them. Highlight specific qualities and achievements that make them a strong candidate for the scholarship.]

[In this paragraph, provide examples of the applicant's skills, contributions, and potential. Discuss their academic performance, leadership abilities, and any relevant extracurricular activities.]

[Conclude with a strong, positive statement about the applicant's potential and how the scholarship will benefit them. Offer to provide further information if needed.]

Thank you for considering [Applicant's Name] for the JGP Scholarship. I am confident that [he/she/they] will make the most of this opportunity and excel in [his/her/their] future endeavors.

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