

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

Dear [Recipient's Name or "Scholarship Committee"],
I am writing to recommend [Student's Name] for the [Name of Scholarship] scholarship. As [his/her/their] [teacher/professor/advisor] at [Institution/Organization], I have had the pleasure of working with [him/her/them] for [duration of time].

During this time, I have witnessed remarkable attributes in [Student's Name]. [He/She/They] consistently demonstrates exceptional [qualities or skills relevant to the scholarship, e.g., academic performance, leadership, commitment to community service]. For example, [provide a specific instance or achievement that highlights these qualities]. [Student's Name] is not only a dedicated student but also [describe personal qualities, e.g., compassionate, hardworking, innovative]. [He/She/They] actively participates in [mention relevant extracurricular activities, volunteer work, or leadership roles]. These experiences have contributed to [his/her/their] growth and [specific skills or knowledge gained].

I firmly believe that [Student's Name] is an ideal candidate for the [Name of Scholarship] scholarship. [He/She/They] has the potential to make a significant impact in [his/her/their] future endeavors and contribute positively to [field of study or community].

Thank you for considering this outstanding candidate. I wholeheartedly support [Student's Name] and am confident that [he/she/they] will excel in any opportunity [he/she/they] pursue[s]. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]