

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Scholarship Committee or 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]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/advisor/supervisor] at [Institution/Organization].

During this time, I have been consistently impressed by [Student's Name]'s [specific qualities or achievements: dedication, skills, leadership, etc.]. For instance, [provide a specific example that highlights the student's strengths or contributions].

[Student's Name] has also demonstrated [another quality or skill relevant to the scholarship], which I believe will greatly contribute to [his/her/their] success in [specific area related to the scholarship]. In addition to [his/her/their] academic achievements, [Student's Name] is actively involved in [extracurricular activities, community service, etc.], showcasing [his/her/their] commitment to [relevant community or field].

I am confident that [Student's Name] will leverage this scholarship opportunity to make a profound impact not only on [his/her/their] own educational pursuits but also within the community.

Thank you for considering [Student's Name] for the [Name of Scholarship]. I am certain that [he/she/they] will exceed your expectations and make significant contributions in the future.

Sincerely,

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