

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

Dear Members of the Scholarship Committee,  
I am writing to recommend [Applicant's Name] for the [Specific Scholarship Name] scholarship. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher, mentor, supervisor, etc.] at [Your Institution/Organization]. During this time, [Applicant's Name] has demonstrated remarkable [qualities/skills/achievements relevant to the scholarship]. [He/She/They] excels in [specific subjects, activities, or projects], showing a dedication and passion that sets [him/her/them] apart from [his/her/their] peers. One of the most impressive projects [he/she/they] undertook was [specific project or achievement], where [he/she/they] [describe what the applicant did and the outcome]. [Applicant's Name] also embodies the values of leadership and community service. [He/She/They] has been involved in [describe specific activities, clubs, volunteer work, etc.], demonstrating a strong commitment to [specific causes or community engagement]. [His/Her/Their] ability to inspire and motivate others is truly admirable. I am confident that [Applicant's Name] will make the most of this opportunity and continue to thrive academically and personally. I wholeheartedly recommend [him/her/them] for the [Specific Scholarship Name] scholarship without reservation. Thank you for considering this outstanding candidate.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]  
[Your Institution/Organization]