

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]

Khan Academy

[Khan Academy Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally refer [Student's Name] for the Khan Academy Scholarship. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [relation, e.g., teacher, mentor, etc.], and I can confidently attest to [his/her/their] dedication, hard work, and passion for learning.

[Student's Name] has consistently demonstrated exceptional academic performance, particularly in [specific subjects or skills], and has shown a unique ability to grasp complex concepts. [He/She/They] [provide examples of achievements, projects, or any relevant experiences]. Furthermore, [his/her/their] enthusiasm for education extends beyond the classroom. [He/She/They] is actively involved in [mention any extracurricular activities, volunteer work, or community service], exemplifying [his/her/their] commitment to personal growth and helping others.

I firmly believe that the Khan Academy Scholarship would be a transformative opportunity for [Student's Name], enabling [him/her/them] to further pursue [his/her/their] educational aspirations. I highly recommend [him/her/them] for this scholarship without reservation. Thank you for considering this referral. If you have any questions or need further information, please feel free to contact me.

Sincerely,

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