

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

Admissions Committee  
McMaster University  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to wholeheartedly recommend [Student's Name] for the [specific scholarship name] at McMaster University. As [his/her/their] [relationship to the student, e.g., professor, mentor, employer] for [duration of time], I have had the pleasure of witnessing [his/her/their] exceptional skills, dedication, and passion for [field of study or interest].

Throughout [his/her/their] time in my [course/workplace], [Student's Name] has consistently demonstrated [specific qualities or achievements, e.g., critical thinking, leadership abilities]. One example of this is when [provide a detailed anecdote showcasing the student's strengths and contributions].

In addition to [his/her/their] academic prowess, [Student's Name] has shown a strong commitment to [community service, extracurricular activities, research, etc.]. [He/She/They] was instrumental in [describe an involvement that highlights the student's initiative or leadership].

I firmly believe that [Student's Name] is an ideal candidate for the [specific scholarship name] as [he/she/they] embodies the values and goals that this scholarship aims to promote. [His/Her/Their] ability to [mention any specific skills or traits relevant to the scholarship criteria] makes [him/her/them] a standout applicant.

Thank you for considering [Student's Name] for this prestigious opportunity. I have no doubt that [he/she/they] will make significant contributions to the McMaster community and excel in [his/her/their] future endeavors.

Sincerely,

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