

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the OEC scholarship. As [his/her/their] [your relationship to the applicant, e.g., professor, employer], I have had the pleasure of observing [Applicant's Name]'s exceptional skills and dedication firsthand.

During [his/her/their] time in [specific program or work experience], [Applicant's Name] exhibited remarkable talents in [mention relevant skills or areas]. [He/She/They] consistently [mention specific achievements, contributions, or projects], demonstrating [his/her/their] commitment to excellence and passion for [field/subject].

[Applicant's Name] possesses not only the intellectual capability but also the character traits necessary to succeed in [his/her/their] future endeavors. [He/She/They] is [mention qualities such as hard-working, dependable, innovative, etc.], making [him/her/them] a standout candidate for this scholarship.

I firmly believe that the OEC scholarship will enable [Applicant's Name] to further develop [his/her/their] talents and contribute positively to [his/her/their] community and field of study. I strongly support [his/her/their] application and am confident [he/she/they] will excel in [his/her/their] pursuits.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Applicant's Name].

Thank you for considering this remarkable candidate for the OEC scholarship.

Sincerely,

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