

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for the OGP Scholarship. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [professor/mentor/supervisor] at [Institution/Organization].

Throughout [his/her/their] time in [class/program/project], [Student's Name] has consistently demonstrated [specific qualities or skills related to scholarship criteria]. [He/She/They] has shown exceptional ability in [specific area or subject], and [his/her/their] commitment to [field of study or relevant activities] is commendable.

[Provide specific example(s) that highlight the student's achievements, skills, or dedication. Mention any relevant projects, presentations, or extracurricular activities.]

I am confident that [Student's Name] will be an excellent candidate for the OGP Scholarship due to [his/her/their] [mention any relevant personal attributes or professional goals aligned with the scholarship's values]. I believe that this scholarship will greatly assist [him/her/them] in achieving [his/her/their] academic and career aspirations.

Thank you for considering this recommendation. Should you need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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