

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

Dear [Scholarship Committee's Name or Specific Person's Name],
I am writing this letter to highly recommend [Applicant's Name] for the [Name of Scholarship] scholarship. I have known [Applicant's Name] for [Duration of Time] in my capacity as [Your Relationship to the Applicant, e.g., teacher, mentor, etc.], and I can confidently state that [he/she/they] is an exceptional individual deserving of this opportunity. [In this paragraph, describe the qualities and achievements of the applicant, providing specific examples of their strengths, contributions, and experiences that make them a suitable candidate for the scholarship. Highlight academic achievements, leadership roles, extracurricular activities, and any other relevant experiences.]

[In this paragraph, discuss the applicant's character and work ethic. Mention how [he/she/they] has demonstrated responsibility, determination, and resilience in pursuing his/her/their academic and personal goals. Include any personal anecdotes that underscore these qualities.]

I wholeheartedly believe that [Applicant's Name] has the potential to excel in [his/her/their] chosen field and will make significant contributions to [his/her/their] community and beyond. This scholarship will not only support [his/her/their] educational aspirations but also empower [him/her/them] to continue making a positive impact on those around [him/her/them].

Thank you for considering [Applicant's Name] for the [Name of Scholarship] scholarship. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information. Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Relationship to the Applicant]