

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

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[University/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Applicant's Name] for the [Specific PG Scholarship Name]. As [your position, e.g., Professor, Mentor, Supervisor] at [Your Institution/Organization], I have had the pleasure of working with [Applicant's Name] for [duration] and have been consistently impressed with their dedication, intellect, and passion for [relevant field/subject].

[Provide a brief overview of the applicant's strengths, achievements, and relevant experiences that make them a suitable candidate for the scholarship.]

[Include specific examples of the applicant's work, contributions, or accomplishments that reflect their abilities and potential.]

I am confident that [Applicant's Name] possesses the qualities and determination needed to excel in [desired program or field] and to contribute significantly to the academic community at [University Name]. This scholarship would be a pivotal opportunity for [him/her/them] to further develop [his/her/their] skills and reach [his/her/their] academic and career aspirations.

Thank you for considering this exceptional candidate. I wholeheartedly support [Applicant's Name]'s application for the [Specific PG Scholarship Name]. Please feel free to contact me at [your phone number] or [your email] should you require any additional information.

Sincerely,

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