

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for the [Scholarship Name] Scholarship. I have had the pleasure of working with [Student's Name] for [duration of time] in my capacity as [Your Position] at [Your Organization/Institution].

During this time, I have observed [his/her/their] dedication, resilience, and passion for [Field of Study/Interest]. [Student's Name] has consistently demonstrated exceptional [skills/qualities relevant to scholarship] and has made significant contributions to [specific projects, activities, or accomplishments].

I believe that [Student's Name] possesses the qualities and determination that [Scholarship Name] seeks in its candidates. [He/She/They] not only excel academically but also [mention any other relevant experiences--community service, leadership roles, etc.].

I wholeheartedly endorse [Student's Name] for this scholarship opportunity, as I am confident that [he/she/they] will utilize this support to further [his/her/their] education and career aspirations. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for considering this remarkable candidate.

Sincerely,

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