

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

Dear [Recipient's Name or "Scholarship Committee"],
I am writing to recommend [Student's Name] for the [Name of Scholarship] awarded by [Scholarship Organization]. I have had the pleasure of knowing and working with [Student's Name] for [duration] as [his/her/their] [teacher/mentor/advisor] at [Institution/Organization]. During this time, I have been consistently impressed by [Student's Name]'s dedication, work ethic, and passion for [specific area of study or interest]. [He/She/They] has demonstrated exceptional skills in [specific skills or achievements], and has shown a true commitment to [related field/community service/etc.].
[Provide specific examples of the student's achievements, contributions, or character traits that make them a strong candidate for the scholarship.]

I believe that [Student's Name] would be an excellent recipient of the [Name of Scholarship]. [His/Her/Their] dedication and determination will not only benefit [him/her/them] but will also contribute positively to [the community/field] in the future.

Thank you for considering this outstanding candidate. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

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