

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

[Recipient's Name]
[Title]
[Scholarship Committee/Organization Name]
[Scholarship Address]
[City, State, Zip Code]

Dear [Recipient's Name/Scholarship Committee],
I am writing to recommend [Applicant's Name] for the [Scholarship Name].
I have had the pleasure of knowing [him/her/them] for [duration] as
[his/her/their] [relationship, e.g., teacher, mentor, supervisor] at
[Your Organization/Institution].
[Paragraph 1: Introduction and context about the applicant, including how
you know them.]

[Paragraph 2: Highlight the applicant's strengths, skills, and
qualifications relevant to the scholarship. Provide specific examples.]

[Paragraph 3: Discuss the applicant's commitment, character, and
potential for future success. Mention any relevant achievements or
contributions they have made.]

In conclusion, I wholeheartedly support [Applicant's Name] in
[his/her/their] application for the [Scholarship Name]. I am confident
that [he/she/they] will make the most of this opportunity and continue to
excel in [his/her/their] academic and future endeavors.

Thank you for considering this application. Please feel free to contact
me at [your phone number] or [your email] if you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]