

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University of California]
[Department/Office]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the [specific scholarship name] at the University of California. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [teacher, mentor, supervisor] at [Institution/Organization], where [he/she/they] has consistently demonstrated exceptional abilities and dedication.

[Student's Name] has shown remarkable [academic abilities, leadership qualities, community involvement, etc.]. [Provide specific examples that highlight the student's strengths, accomplishments, and character traits.]

In addition to [his/her/their] academic performance, [Student's Name] is actively involved in [describe any extracurricular activities, volunteer work, or leadership roles]. These experiences have not only enriched [his/her/their] education but have also positively impacted our community.

I firmly believe that [Student's Name] will excel in [his/her/their] future pursuits and will be an asset to your scholarship program.

[He/She/They] possesses the drive, integrity, and passion that embody the values of the University of California.

Thank you for considering this outstanding candidate. If you have any further questions, please do not hesitate to contact me.

Sincerely,

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