

[Your Name]  
[Your Title/Position]  
[Your Organization/Institution]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Scholarship Committee's Name]  
[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] at [Institution/Organization]. I have had the pleasure of knowing [Student's Name] for [length of time] as [his/her/their] [teacher/advisor/employer] at [Institution/Organization]. During this time, I have been impressed by [his/her/their] [mention notable qualities, skills, or accomplishments]. [Provide specific examples of projects, performances, or characteristics that highlight the student's strengths and contributions].

[Student's Name] is not only academically gifted but also [mention attributes like leadership, commitment to community service, innovative thinking, etc.]. [He/She/They] consistently goes above and beyond in [his/her/their] pursuits, and I have no doubt that [he/she/they] will bring the same level of dedication to [his/her/their] studies while receiving this scholarship.

I sincerely believe that [Student's Name] is a deserving candidate for the [Name of Scholarship] and will make the most of this opportunity. Thank you for considering this application. Please feel free to contact me if you require any further information.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]