

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

Dear [Recipient Name or Scholarship Committee],
I am writing to recommend [Student's Name] for the [Specific Scholarship Name] offered by [Organization/Institution Name]. I have had the pleasure of knowing and working with [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization]. During this time, [Student's Name] has demonstrated exceptional [qualities/skills pertinent to the scholarship, e.g., leadership, commitment to community service, academic excellence]. [He/She/They] consistently [provide specific examples of achievements or contributions].

[Student's Name] has not only excelled academically, [describe academic achievements], but has also been an active participant in [mention extracurricular activities, volunteer work, or relevant projects]. [His/Her/Their] dedication to [specific area related to the scholarship] has been inspiring to both peers and faculty alike.

I strongly believe that [Student's Name] possesses the qualities and determination that align with the values of the [Specific Scholarship Name]. [He/She/They] will undoubtedly make the most of this opportunity and contribute positively to the community.

Thank you for considering this talented individual for the [Specific Scholarship Name]. I am confident that [he/she/they] will exceed your expectations. If you require any further information, please feel free to contact me.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Institution/Organization]