

[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]  
[Scholarship Committee/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Scholarship Committee"],  
I am writing to recommend [Student's Name] for the [Scholarship Name] scholarship. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [Instructor/Advisor/Coach/Etc.] at [Your Institution/Organization].

[Student's Name] has demonstrated [mention specific qualities or achievements that support the recommendation, e.g., academic excellence, leadership skills, community involvement, etc.]. [Provide examples or anecdotes that illustrate these qualities.]

I am confident that [Student's Name] will make a positive contribution to [specific program, institution, community, etc.], and I wholeheartedly support [his/her/their] application for this scholarship.

Thank you for considering [Student's Name] for the [Scholarship Name]. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

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