

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Scholarship Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name],
I am writing to endorse [Student's Name] for the [Scholarship Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/mentor/coach/employer] and can confidently speak to [his/her/their] dedication, hard work, and character. [Student's Name] has demonstrated exceptional [academic/athletic/community service] skills, particularly in [specific accomplishments or contributions]. [He/She/They] has shown remarkable leadership qualities and is always willing to help others. I believe that [Student's Name] is a deserving candidate for this scholarship, as it will greatly support [his/her/their] educational goals and aspirations. I wholeheartedly recommend [him/her/them]. Thank you for considering this endorsement.

Sincerely,
[Your Name]
[Your Position/Title]