

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

Dear [Scholarship Committee Name],

I am writing to verify that [Student's Full Name] is a [junior/senior/etc.] at [Student's School Name], pursuing a degree in [Student's Major/Field of Study]. [He/She/They] has shown remarkable dedication and commitment to [his/her/their] studies and has been an active participant in [list relevant extracurricular activities, community service, or leadership roles].

This letter serves to confirm [his/her/their] eligibility and qualifications for the [Scholarship Name] scholarship. [Student's Name] has maintained an impressive GPA of [Student's GPA] and embodies the values that your scholarship aims to support.

If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

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