

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

Dear [Scholarship Committee/Recipient's Name],
I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship] scholarship. I have had the pleasure of knowing [Student's Name] for [duration of time] as their [your relationship to the student, e.g., teacher, mentor, supervisor] during [specific time period or project].
Throughout this time, [Student's Name] has demonstrated exceptional [qualities/skills relevant to the scholarship, e.g., dedication, leadership, academic abilities]. [Provide specific examples or anecdotes that illustrate these qualities.]
[Discuss any relevant achievements, contributions to the community, or extracurricular activities that support the scholarship application.]
I believe that [Student's Name] possesses the qualities necessary to succeed and make significant contributions through this opportunity. I am confident that they will uphold the values and goals of [Name of Scholarship Organization].
Thank you for considering this recommendation. I am happy to provide any further information if needed.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]