

[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]  
[WGU Scholarship Committee]  
[WGU Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "WGU Scholarship Committee"],  
I am writing to recommend [Student's Name] for the [specific scholarship name] at Western Governors University. I have had the pleasure of [describe your relationship with the student, e.g., teaching, mentoring] [Student's Name] for [duration].  
[Student's Name] has demonstrated exceptional qualities that make them a worthy candidate for this scholarship. [Provide specific examples of the student's skills, accomplishments, character, and dedication to their studies or community involvement.]

Throughout our time working together, [Student's Name] has consistently [describe notable achievements or contributions]. Their ability to [mention relevant skills or personal qualities] sets them apart as a student and as an individual.

I am confident that [Student's Name] will not only benefit from the opportunities afforded by this scholarship but will also continue to contribute positively to the WGU community and beyond.

Thank you for considering this outstanding candidate. If you have any further questions, please feel free to contact me.

Sincerely,

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