

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

Dear [Scholarship Committee Name/Specific Person],
I am pleased to write this letter of recommendation for [Applicant's Name] in support of their application for the [Scholarship Name]. As [Your Position] at [Your Institution], I have had the pleasure of knowing [Applicant's Name] for [duration] in my capacity as [context of your relationship].

[Applicant's Name] has demonstrated [mention key qualities, skills, or achievements relevant to the scholarship], showing their commitment to [specific field/area relevant to the scholarship]. One example of this is when [provide a brief anecdote or specific example of the applicant's accomplishments].

Their dedication to [mention relevant activities or accomplishments] is indicative of their potential to excel, and I am confident they will not only benefit from the [Scholarship Name] but will also make meaningful contributions as a recipient.

In addition to their academic achievements, [Applicant's Name] is also involved in [mention any extracurricular activities, volunteer work, or leadership roles]. This involvement highlights their ability to balance [commitments/studies] while demonstrating [qualities such as leadership, teamwork, etc.].

I wholeheartedly recommend [Applicant's Name] for the [Scholarship Name]. I believe that they will represent the scholarship with honor and make a significant impact in their future endeavors. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this outstanding candidate.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]