

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

[Recipient's Name]
[Scholarship Committee/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name/Scholarship Committee],
I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship]. As [his/her/their] [teacher, employer, mentor, etc.] at [Your Institution/Organization] for the past [duration], I have had the pleasure of witnessing [his/her/their] [qualities/skills/attributes] that make [him/her/them] an ideal candidate for this opportunity.

[In this paragraph, provide specific examples of the student's accomplishments, work ethic, leadership qualities, or personal traits that relate to the scholarship criteria.]

Furthermore, [discuss any relevant experiences or contributions the student has made that demonstrate their commitment to their field of study or community involvement.]

I am confident that [Student's Name] will excel in [his/her/their] future endeavors, and I strongly support [his/her/their] application for the [Name of Scholarship]. Please feel free to contact me at [your phone number] or [your email] should you require any further information. Thank you for considering [his/her/their] application.

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