

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

Dear [Recipient's Name or "Scholarship Committee"],
I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship] scholarship. As [his/her/their] [teacher, professor, supervisor, etc.] at [Your Institution/Organization] for [duration], I have had the pleasure of observing [his/her/their] academic growth and personal development.

[Student's Name] has demonstrated exceptional qualities that make [him/her/them] an ideal candidate for this scholarship. [Provide specific examples of strengths, achievements, skills, and contributions. Describe the student's academic performance, leadership qualities, involvement in community service or extracurricular activities, etc.]

Furthermore, [Student's Name] is a dedicated and passionate individual who [describe personal attributes, such as determination, resilience, creativity, etc.]. [He/She/They] consistently seeks opportunities for growth and has proven to be a role model for [his/her/their] peers. I have no doubt that [Student's Name] will make the most of this scholarship opportunity and continue to excel in [his/her/their] academic and professional pursuits. I strongly recommend [him/her/them] for the [Name of Scholarship] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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