

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my support for [Applicant's Name] in their pursuit of the [Name of Scholarship] scholarship. As [your relationship to the applicant, e.g., teacher, employer, mentor], I have had the pleasure of knowing [Applicant's Name] for [duration of time] and have witnessed their dedication and commitment to [academic/creative/athletic] pursuits.

[Provide a paragraph detailing the applicant's qualifications, achievements, and character. Highlight specific examples where applicable.]

I believe that [Applicant's Name] is an excellent candidate for this scholarship because [explain why they deserve the scholarship and how it would benefit them]. This opportunity would not only aid in their educational journey but also [mention any potential contributions they may make to the community or field].

Thank you for considering this application. I wholeheartedly support [Applicant's Name] and their ambitions, and I am confident they will utilize this scholarship to its fullest potential.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Institution]  
[Your Signature (if sending a hard copy)]