

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

Dear [Recipient's Name or "Scholarship Committee"],  
I am pleased to write this letter of recommendation for [Student's Name] in support of their application for the [Name of Scholarship] at [Institution/Organization]. Having served as [Your Relationship to the Student, e.g., Professor, Advisor, etc.] for [duration], I have had the opportunity to closely observe [his/her/their] academic and personal development.

[Student's Name] has consistently demonstrated [specific qualities or achievements, e.g., strong work ethic, leadership skills, academic excellence]. For instance, [provide specific examples or anecdotes that illustrate these qualities].

Furthermore, [he/she/they] has been actively involved in [mention extracurricular activities, volunteer work, or relevant experiences], which speaks volumes about [his/her/their] commitment and passion.

In conclusion, I highly recommend [Student's Name] for the [Name of Scholarship]. I am confident that [he/she/they] will make a significant contribution to [Institution/Organization] and will excel in [his/her/their] future endeavors.

Thank you for considering this application. Please feel free to contact me for further information.

Sincerely,

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