

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for the [specific scholarship name] at [University/Organization]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., teacher, mentor, supervisor] in [context of interaction].

[Paragraph 1: Introduce the student, their academic achievements, and personal qualities.]

[Paragraph 2: Provide specific examples of the student's accomplishments, skills, and character traits that make them an ideal candidate for the scholarship.]

[Paragraph 3: Discuss the potential impact of the scholarship on the student's future and how it aligns with their goals.]

In conclusion, I strongly support [Student's Name] for the [specific scholarship name]. [He/She/They] has demonstrated exceptional qualities that make [him/her/them] a deserving candidate. Please do not hesitate to reach out if you require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]