

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Contact Information]
[Date]
[Recipient Name]
[Recipient Position]
[Institution/Organization Name]
[Recipient Address]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Student's Full Name] for the [specific scholarship name] at [Institution Name]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., professor, advisor, employer] in [specific context or course].

[Student's Full Name] has demonstrated exceptional [mention relevant skills, qualities, or achievements] during [his/her/their] time at [your institution]. [Provide specific examples of the student's accomplishments, character, and contributions].

Moreover, [he/she/they] possesses [mention additional qualities such as leadership, dedication, work ethic, etc.], which I believe will make [him/her/them] an outstanding candidate for this scholarship. [Provide another specific example or anecdote].

In conclusion, I strongly support [Student's Full Name]'s application for the [specific scholarship name]. I am confident that [he/she/they] will not only meet but exceed the expectations of the selection committee. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

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