

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Student's Name] for the [Scholarship Name] at [University Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., teacher, advisor, etc.], and I can confidently say that [he/she/they] is an exceptional candidate for this scholarship. [In this paragraph, describe the student's academic achievements, skills, and qualities that make them a suitable candidate.] [In this paragraph, include specific examples of the student's accomplishments, contributions to the community, or leadership experiences.]

Given [his/her/their] passion for [field of interest] and unwavering dedication to [specific goals], I have no doubt that [Student's Name] will excel in [his/her/their] future pursuits and make a significant impact.

I strongly support [his/her/their] application for the [Scholarship Name] and believe that [he/she/they] will not only benefit from this opportunity but also contribute positively to [University Name] and the surrounding community.

Thank you for considering this deserving candidate.

Sincerely,

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