

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

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

I am writing to wholeheartedly recommend [Student's Name] for the [Scholarship Name]. It has been a pleasure to know and work with [Student's Name] during [time period] at [Your Institution/Organization]. [Describe your relationship with the student and how long you have known them. Include specific experiences that demonstrate the student's qualifications for the scholarship.]

[Highlight the student's academic achievements, leadership abilities, community service, or personal qualities that make them a strong candidate for the scholarship.]

[Conclude with a strong endorsement of the student, expressing confidence in their potential and suitability for the scholarship.]

Thank you for considering [Student's Name] for this scholarship opportunity. Please feel free to contact me if you need any further information.

Sincerely,

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