

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship]. As [his/her/their] [teacher/professor/mentor] at [Your Institution/Organization] for [duration], I have had the pleasure of witnessing [his/her/their] academic achievements and personal growth.  
[Paragraph detailing the student's academic strengths, achievements, and dedication to their field of study.]

[Paragraph discussing the student's character, extracurricular activities, and any relevant experiences that make them a suitable candidate for the scholarship.]

I am confident that [Student's Name] will excel in [his/her/their] future endeavors and make a significant impact in [his/her/their] chosen field. I strongly support [his/her/their] application for the [Name of Scholarship].

Thank you for considering [Student's Name] for this opportunity.  
Sincerely,

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