

# Academic Recommendation Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name] in support of their scholarship application. As [his/her/their] [Your Position, e.g., professor, advisor] for the past [Duration], I have had the opportunity to observe [Student's Name]'s remarkable growth and dedication to [Field of Study].

[Student's Name] has consistently demonstrated [his/her/their] commitment to excellence in [describe relevant subjects or projects]. One of the most notable examples of [his/her/their] determination was [specific example or project], which showcased [his/her/their] ability to [specific skills or qualities].

In addition to [his/her/their] academic achievements, [Student's Name] has also been active in [mention extracurricular activities, volunteer work, or leadership roles] which further highlights [his/her/their] leadership and passionate involvement in the community.

I am confident that [Student's Name] will be a valuable asset to your program and will excel as a recipient of this scholarship. [He/She/They] possesses the intellect, work ethic, and enthusiasm to take full advantage of this opportunity.

Thank you for considering [his/her/their] application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]  
[Your Position]