

Reference Letter for [Applicant's Name]

Date: [Insert Date]

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

To Whom It May Concern,

I am writing to wholeheartedly recommend [Applicant's Name] for the [Name of Scholarship] scholarship. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [Your Position/Relationship to Applicant].

[Describe the applicant's qualities, achievements, and suitability for the scholarship. Provide specific examples of their skills, work ethic, and character.]

[Applicant's Name] has consistently demonstrated [his/her/their] commitment to [relevant fields or activities], and I am confident that [he/she/they] will bring the same passion and dedication to [his/her/their] studies as a recipient of this scholarship.

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information regarding [Applicant's Name]'s application.

Thank you for considering this exceptional individual for your scholarship program.

Sincerely,
[Your Name]
[Your Position/Title]