

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

[Scholarship Committee's Name]
[Scholarship Program's Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I am writing to enthusiastically recommend [Student's Name] for the [Scholarship Name] scholarship. I have known [him/her/them] for [duration] as [his/her/their] [teacher/advisor/mentor] at [School/Institution Name].

[Student's Name] is an exemplary student who has demonstrated outstanding [qualities or accomplishments relevant to the scholarship, e.g., academic performance, leadership skills, community involvement]. [He/She/They] consistently [describe specific contributions or achievements].

In addition to [his/her/their] academic excellence, [Student's Name] is deeply committed to [mention any extracurricular activities, volunteer work, or leadership roles]. [Discuss any relevant experiences that showcase the student's qualifications for the scholarship.]

I am confident that [Student's Name] will be a deserving recipient of the [Scholarship Name] and will continue to excel and make significant contributions to [his/her/their] community and beyond.

Thank you for considering this remarkable student for your scholarship program. Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Sincerely,
[Your Name]
[Your Position]