

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Scholarship Committee or Organization Name]

[Address]

[City, State, Zip Code]

Subject: Recommendation for [Student's Name] for [Scholarship Name]

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for the [Scholarship Name]. As [his/her/their] [teacher/professor/mentor] at [Your Institution] for [duration], I have had the privilege of witnessing [his/her/their] academic growth and personal development.

[Student's Name] has consistently demonstrated exceptional qualities that make [him/her/them] a worthy candidate for this scholarship. [He/She/They] possesses a strong work ethic, outstanding analytical skills, and a passion for [specific field or subject]. For example, [provide a specific example of the student's achievements or contributions].

Beyond academics, [Student's Name] is also actively involved in [mention extracurricular activities, community service, or leadership roles], showcasing [his/her/their] commitment to making a difference in the community.

In conclusion, I wholeheartedly support [Student's Name]'s application for the [Scholarship Name]. I am confident that [he/she/they] will uphold the values and expectations associated with this scholarship and make a significant impact in [his/her/their] future endeavors.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or further insights into [Student's Name]'s qualifications.

Thank you for considering this outstanding candidate.

Sincerely,

[Your Name]