

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee Name]

[Scholarship Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear Members of the Scholarship Committee,

I am writing to provide a personal reference for [Applicant's Name], who is applying for the [Name of the Scholarship]. I have known [Applicant's Name] for [duration] as [context of relationship, e.g., teacher, mentor, supervisor], and I can sincerely attest to their character, work ethic, and dedication.

[Applicant's Name] has consistently demonstrated a high level of [specific qualities, e.g., leadership, responsibility, academic excellence]. For example, [provide a specific example that highlights these qualities].

Moreover, [he/she/they] is actively involved in [mention any relevant extracurricular activities, volunteer work, or community service], showcasing [his/her/their] commitment to making a positive impact in the community.

I believe that [Applicant's Name] will excel in [his/her/their] studies and make the most of the opportunities offered by this scholarship. I wholeheartedly support [his/her/their] application and believe that [he/she/they] would be a valuable addition to your scholarship program.

Thank you for considering my recommendation. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]