

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee's Name]

[Scholarship Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I am pleased to write this letter of reference for [Student's Name] in support of their application for the [Scholarship Name]. As [his/her/their] [Your Relationship, e.g., supervisor, mentor, etc.] at [Organization Name], I have had the opportunity to witness firsthand [his/her/their] commitment to community service and personal growth.

[Student's Name] has demonstrated exceptional qualities during [his/her/their] time volunteering with us. [He/She/They] have contributed over [X hours] of service, working tirelessly on projects such as [briefly describe specific projects or activities]. [His/Her/Their] ability to work collaboratively with others and lead fellow volunteers has significantly impacted our organization and the community.

Moreover, [Student's Name] exhibits a strong work ethic, dedication, and compassion that truly embodies the spirit of service. [He/She/They] consistently go above and beyond, showing initiative in addressing challenges and seeking solutions.

I am confident that [his/her/their] passion for community engagement and leadership skills will make [him/her/them] an outstanding candidate for the [Scholarship Name]. I wholeheartedly support [his/her/their] application and believe [he/she/they] would be an excellent representative of your scholarship program.

Thank you for considering [Student's Name] for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]