

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm that I have submitted a letter of recommendation for [Student's Name] in support of their scholarship application at [Scholarship Program/Institution Name].

[Student's Name] has been a remarkable student in my [Course/Subject] class during the [Specify Year/Semester]. I have been consistently impressed with their dedication, work ethic, and passion for [Field of Study].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for considering [Student's Name] for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Address]

[City, State, Zip]