

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

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

Dear [Recipient's Name],

I am pleased to write this letter in support of [Student's Name] as they apply for the [Scholarship Name]. As [his/her/their] [Subject] teacher at [School Name] for the past [duration], I have had the pleasure of witnessing [his/her/their] remarkable growth and dedication.

[Student's Name] has demonstrated a strong commitment to [his/her/their] academic pursuits, consistently achieving [mention specific achievements or grades]. Beyond [his/her/their] academic success, [he/she/they] has also shown a deep commitment to [mention extracurricular activities, volunteer work, etc.].

I am confident that [Student's Name] will bring the same passion and determination to [his/her/their] future endeavors as [he/she/they] has shown in [his/her/their] time at [School Name]. I wholeheartedly recommend [him/her/them] for the [Scholarship Name].

Thank you for considering this exceptional student for your scholarship program.

Sincerely,  
[Your Name]  
[Your Position]