

# Academic Reference Letter

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

Admissions Committee  
[Scholarship Provider's Name]  
[Provider's Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to you in my capacity as [Your Position, e.g., Professor of Biology] at [Your Institution] to provide a scholarly reference for [Student's Name], who is applying for the [Name of Scholarship].

In the time that I have known [Student's Name], I have been consistently impressed by their [mention skills and qualities, e.g., dedication, analytical skills, passion for learning]. During their time in my class, [specific example of achievement or contribution].

Furthermore, [Student's Name] has demonstrated [additional examples of leadership, teamwork, or specialized knowledge]. I believe that these qualities make them an outstanding candidate for the [Name of Scholarship].

I wholeheartedly recommend [Student's Name] for your scholarship program. I am confident that they will excel and make significant contributions to [mention field or community].

Thank you for considering this application. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]  
[Your Title]  
[Your Institution]