

Reference Letter for [Applicant's Name]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Committee,

[Scholarship Program Name]

[Institution/Organization]

[Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to recommend [Applicant's Name] for the [Scholarship Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the applicant, e.g., teacher, supervisor, etc.].

[Applicant's Name] has demonstrated [his/her/their] dedication to [describe relevant qualities, skills, and achievements]. [Give specific examples to illustrate the applicant's strengths and contributions.]

[He/She/They] is [mention any personal qualities like determination, leadership, etc.], making [him/her/them] an ideal candidate for this scholarship.

I strongly support [Applicant's Name]'s application for this scholarship and believe that [he/she/they] will greatly benefit from this opportunity. Thank you for considering my recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]