

# Letter of Commendation

Date: [Insert Date]

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

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

Dear [Recipient's Name or Scholarship Committee],

I am writing to wholeheartedly recommend [Student's Name] for the [Name of Scholarship] for which they are applying. As [his/her/their] [Teacher, Counselor, etc.] at [School/Organization], I have had the pleasure of witnessing [his/her/their] exceptional abilities and unwavering dedication firsthand.

[Student's Name] has consistently demonstrated outstanding academic performance, achieving [mention specific achievements or grades]. Beyond academics, [he/she/they] has shown remarkable leadership skills by [provide examples of leadership roles or initiatives].

[He/She/They] is not only a diligent student but also a compassionate individual who contributes positively to [school/community]. [Include specific examples of volunteer work or contributions].

I believe that [Student's Name] embodies the values of [Name of Scholarship] and will undoubtedly make the most of this opportunity. I strongly support [his/her/their] application and am confident that [he/she/they] will excel in [his/her/their] future endeavors.

Thank you for considering this application. Should you require any further information, please do not hesitate to contact me.

Sincerely,  
[Your Name]  
[Your Position/Title]