

Date: [Insert Date]

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

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

Dear Members of the Scholarship Committee,

I am writing to wholeheartedly recommend [Student's Name] for the [specific scholarship name] merit-based scholarship. As [his/her/their] [your relationship to the student, e.g. teacher, advisor], I have had the pleasure of observing [Student's Name] excel academically and contribute positively to our community.

[Student's Name] has consistently demonstrated [his/her/their] commitment to [describe specific qualities or achievements, e.g., academic excellence, leadership abilities, community involvement]. One notable instance is when [provide a specific example of a project or achievement]. This experience not only showcased [his/her/their] skills but also highlighted [his/her/their] passion for [relevant field or subject].

In addition to [his/her/their] academic achievements, [Student's Name] exhibits outstanding character. [He/She/They] is [mention personal attributes such as integrity, perseverance, etc.]. [Include a story or example that illustrates this character trait].

Given [his/her/their] achievements, potential, and dedication, I am confident that [Student's Name] will not only meet the expectations of the [scholarship name] but will also contribute to its legacy. I fully support [his/her/their] application and encourage you to consider [him/her/them] for this scholarship.

Thank you for considering this recommendation. Please feel free to contact me at [phone number] or [email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]