

[Your Name]

[Your Position/Title]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee's Name]

[Scholarship Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I am writing to highly recommend [Student's Name] for the [Scholarship Name] need-based scholarship. I have had the pleasure of knowing [Student's Name] for [duration of time] as [his/her/their] [teacher, advisor, mentor, etc.] at [Institution/Organization].

[Student's Name] has demonstrated an exceptional level of determination and resilience in the face of [briefly describe any financial or personal challenges]. Despite these challenges, [he/she/they] has consistently excelled in [his/her/their] studies and has shown a commitment to [describe any relevant extracurricular activities, community service, or leadership roles].

I believe that [Student's Name] would greatly benefit from the financial support provided by the [Scholarship Name]. This scholarship would not only alleviate some of the financial burdens [he/she/they] faces, but also allow [him/her/them] to fully engage in [his/her/their] academic and personal pursuits without the constant worry of financial instability.

In conclusion, I wholeheartedly endorse [Student's Name] for the [Scholarship Name] and believe [he/she/they] will make the most of this opportunity. Please do not hesitate to contact me at [your phone number] or [your email address] if you need any more information or insights regarding [his/her/their] qualifications.

Thank you for considering this deserving candidate.

Sincerely,

[Your Name]