

Your Name  
Your Title / Position  
Your Institution / Organization  
Institution Address  
City, State ZIP

Date: \_\_\_\_\_

To Whom It May Concern,  
[or Name, Title, Organization, if known]

**Subject: Letter of Recommendation for Financial Aid Scholarship**

I am writing to recommend [Student's Name] for consideration in your financial aid scholarship program. I have had the pleasure of knowing and working with [Student's Name] for [duration] as [explain your relationship, e.g., teacher, advisor, counselor] at [institution/organization].

During this time, [Student's Name] has demonstrated exceptional [qualities, e.g., academic ability, leadership, commitment], and has consistently proven to be a [adjective describing character, e.g., hardworking, dedicated, responsible] individual. [He/She/They] has maintained impressive academic performance while also engaging in [mention extracurricular activities, volunteer work, or family responsibilities, if relevant].

[Student's Name] comes from [briefly describe financial background or challenges, if known and appropriate], and I believe that this scholarship will greatly support [his/her/their] continued education and personal growth. [He/She/They] is highly motivated to succeed and is deserving of any assistance your organization can provide.

Please feel free to contact me if you require any additional information. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a printed copy)]

Your Name  
Your Title / Position  
Contact Information