

Date: _____

Your Name

Your Title/Position

Institution/Organization

Address

City, State, Zip Code

To Whom It May Concern,

I am writing to recommend [Studentâ€™s Full Name] for the [Scholarship Name]. I have had the pleasure of knowing and working with [Studentâ€™s Name] for [duration] as their [your relationship to the student, e.g., teacher, mentor, advisor] at [School/Institution Name].

During this time, [Studentâ€™s Name] has consistently demonstrated outstanding academic ability, strong work ethic, and a passion for [relevant field/subject]. [He/She/They] is a highly motivated individual who excels both in and out of the classroom.

[Studentâ€™s Name] has exhibited qualities such as leadership, dedication, and integrity. [He/She/They] has participated in [clubs, activities, volunteer work, etc.], showcasing an ability to balance various commitments successfully.

I am confident that [Studentâ€™s Name] will make a significant contribution to your scholarship program, and I highly recommend [him/her/them] for your consideration.

Sincerely,

Your Name

Your Title/Position

Contact Information