

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

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

Dear [Recipient's Name or Scholarship Committee],

I am writing to wholeheartedly recommend [Student's Full Name] for the [Name of the Scholarship] at [Institution/Organization]. As [Your Position, e.g., Professor of Chemistry] at [Your Institution], I have had the pleasure of knowing [Student's Name] for [number of years or semesters] as [his/her/their] [instructor/advisor] in [number of courses, projects, etc.].

[Student's Name] has consistently demonstrated a high level of academic achievement and a deep commitment to [relevant academic field or extracurricular activities]. [He/She/They] excelled in [specific subjects or projects], showing remarkable [list qualities, such as analytical skills, creativity, dedication, etc.]. For instance, [describe a specific example of the student's work or a particular achievement].

Beyond [his/her/their] academic prowess, [Student's Name] is also a [describe personal qualities, such as a leader among peers, a passionate community member, etc.]. [He/She/They] has been actively involved in [describe extracurricular activities, community service, or leadership roles], where [he/she/they] [give examples of contributions and impacts made].

[Student's Name] has shown not only [his/her/their] capability for academic excellence but also [his/her/their] potential to make meaningful contributions to society. [He/She/They] is exactly the type of student who would greatly benefit from the [Name of the Scholarship], and I am confident that [he/she/they] will use this opportunity to further [his/her/their] educational and professional pursuits.

Please do not hesitate to contact me if you require further information or specific examples of [Student's Name]'s work and achievements. I am eager to provide any additional insight that might aid in your decision-making process.

Thank you for considering [Student's Name] for this prestigious scholarship. I am confident that [he/she/they] will prove to be a valuable addition to your program and an exemplary ambassador for your institution.

Sincerely,

[Your Signature (if sending a hard copy)],

[Your Typed Name],

[Your Position],

[Your Institution/Organization].