

# Reference Letter for Graduate School - Scholarship Application

Below is a sample reference letter template designed specifically to support a graduate school scholarship application. This template highlights the candidate's academic achievements, character, research abilities, and leadership potential.

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[Your Name]

[Your Title/Position]

[Department]

[Institution/Organization]

[Email Address]

[Phone Number]

[Date]

To the Scholarship Selection Committee,

I am pleased to write this letter in enthusiastic support of [Applicant's Name] for your distinguished scholarship program. As [your relationship to the applicant, e.g., Professor, Research Advisor] over the past [duration] at [Institution], I have had the privilege of observing [Applicant's Name]'s growth, unwavering dedication, and remarkable academic capabilities.

[Applicant's Name] has consistently demonstrated outstanding intellect and a passion for [field of study], excelling in coursework and independent research. He/She/They stands out among peers for **his/her/their** ability to grasp complex concepts quickly, engage in thoughtful analysis, and contribute original insights during class discussions and collaborative projects.

In addition to academics, [Applicant's Name] exhibits exceptional research skills. For instance, **he/she/they** initiated a research project on [briefly describe research topic], displaying remarkable initiative, creativity, and attention to detail. The resulting work was so impressive that it was presented at [conference, symposium, or journal], earning positive recognition from faculty and attendees alike.

Beyond scholarly pursuits, [Applicant's Name]'s commitment to leadership and community service is noteworthy. As [leadership role, club, or organization], **he/she/they** organized events and mentored peers, fostering an environment that encourages academic excellence and inclusive collaboration.

[Applicant's Name] is not only highly intelligent and hardworking, but also demonstrates integrity, perseverance, and a deep commitment to making a positive impact in [his/her/their] chosen field. I have no doubt that **he/she/they** will thrive in graduate studies and make the most of the opportunities your scholarship provides.

I wholeheartedly endorse [Applicant's Name] for this scholarship and recommend **him/her/them** to you without reservation. Please do not hesitate to contact me should you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

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## Tips for Recommenders

- Personalize the letter with specific examples.
- Highlight both academic achievements and personal attributes.
- Mention research abilities, leadership, and community involvement.
- State your relationship to the applicant and your qualifications as a reference.
- Use formal, positive, and confident language throughout the letter.