

Sample Recommendation Letter for Undergraduate Scholarship Application

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To the Scholarship Committee,

I am honored to write this letter in support of [Applicant's Name]'s application for the [Name of Scholarship]. As [Applicant's Name]'s [relationship to applicant, e.g., teacher, mentor] for the past [number] years at [School/Institution Name], I have had the privilege of witnessing firsthand their exceptional academic abilities, leadership skills, and commitment to their community.

Academically, [Applicant's Name] has consistently distinguished themselves as a standout student. Their performance in [specific subject or class] was remarkable, earning one of the highest grades and consistently contributing thoughtful insights during discussions. [He/She/They] is intellectually curious, diligent, and has shown an impressive capacity for critical thinking and problem-solving.

Beyond the classroom, [Applicant's Name] demonstrates exemplary leadership and initiative. As [position, e.g., president of a club, captain of a team], he/she/they led projects that positively impacted our school and local community. Notably, [he/she/they] organized [mention a specific project or event], showcasing organizational skills and inspiring collaboration among peers.

[Applicant's Name] is also deeply committed to serving others. Volunteering with [community organization or activity], he/she/they dedicated numerous hours to making a measurable difference. This spirit of service, coupled with empathy and integrity, sets [Applicant's Name] apart as a role model among their peers.

In addition to these achievements, [Applicant's Name] is respected for their character and perseverance. Even when faced with challenges, he/she/they remains resilient, optimistic, and focused on personal growth.

I am confident that [Applicant's Name] possesses the academic potential, leadership, and personal qualities that make **him/her/them** an outstanding candidate for the [Name of Scholarship]. I recommend **him/her/them** to you without reservation, and I am certain he/she/they will make valuable contributions to your program.

Please feel free to contact me at [phone number/email address] if you require further information.

Sincerely,

[Your Name]

[Your Position]

[School/Organization]