

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]