

Formal Letter for Scholarship Recommendation with Reference

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

[Scholarship Committee Name]
[Scholarship Organization/Institution]
[Address]
[City, State, ZIP Code]

Dear Members of the Scholarship Committee,

I am writing to offer my full recommendation for **[Applicant's Full Name]** as a candidate for the **[Name of Scholarship]**. As **[your relationship to the applicant, e.g., their professor/advisor]** at **[Your Institution]**, I have had the pleasure of working closely with **[Applicant's Name]** over the past **[duration]** and have been consistently impressed by their dedication, academic excellence, and integrity.

[Applicant's Name] has demonstrated exceptional academic ability throughout their studies, consistently achieving top results in challenging courses such as **[specific courses or subjects]**. Their intellectual curiosity and analytical skills have been evident in their **[mention specific projects, research, or academic achievements]**. Beyond academics, **[Applicant's Name]** has shown remarkable leadership as **[position or activity, e.g., president of a student organization, volunteer coordinator, etc.]** and has made notable contributions to our campus community through **[describe activities, initiatives, or volunteer work]**.

One striking example of **[Applicant's Name]**'s character and commitment occurred when **[describe a situation that highlights the applicant's qualities, such as leadership, perseverance, or empathy]**. This instance illustrates not only their academic strengths but also their maturity, responsibility, and ability to overcome challenges.

Based on these qualities, I am confident that **[Applicant's Name]** will excel as a recipient of the **[Name of Scholarship]** and make significant contributions to your program. I recommend them without reservation and am certain that they possess the skills, determination, and passion to flourish with this opportunity.

If you require any additional information or wish to discuss **[Applicant's Name]**'s qualifications further, please do not hesitate to contact me at **[your email or phone number]**.

Sincerely,

[Your Name]
[Your Position/Title]