

Formal Letter with Reference Sample for Scholarship Recommendation

This document provides a **formal letter with reference sample for scholarship recommendation**, designed to assist referees in crafting a professional and persuasive endorsement of a candidate's qualifications, achievements, and character. The letter emphasizes the student's academic excellence, leadership skills, and suitability for the scholarship opportunity, following a structured format that includes a clear introduction, detailed body paragraphs, and a respectful closing. This resource is essential for anyone seeking guidance on how to write an effective scholarship recommendation letter that can significantly enhance the applicant's chances of securing financial aid for their education.

Sample Scholarship Recommendation Letter

[Referee's Name]

[Referee's Title/Position]

[Department/Organization]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend **[Student's Name]** for the **[Name of Scholarship]** at **[University/Institution]**. I have had the pleasure of teaching and mentoring **[Student's Name]** for the past **[number]** years as a **[your position, e.g., Professor]** in the **[Department/Program]** at **[Your Institution]**. In my experience, **[he/she/they]** has consistently demonstrated exceptional academic ability, admirable initiative, and outstanding leadership skills.

Academically, **[Student's Name]** is among the top **[percentage, e.g., 5%]** of students I have had the opportunity to work with. **[He/She/They]** has shown particular aptitude in **[subject/area]**, consistently delivering thoughtful analysis, insightful questions, and excellent performance in both coursework and research projects. **[His/Her/Their]** dedication to mastering difficult concepts and drive for excellence is truly remarkable.

Beyond academic accomplishments, **[Student's Name]** has displayed strong leadership as **[role, e.g., president of a club, volunteer leader, etc.]**, where **[he/she/they]** has motivated peers and contributed to the positive development of the school community. **[He/She/They]** is highly respected by both faculty and students for **[his/her/their]** integrity, compassion, and willingness to help others.

I am confident that **[Student's Name]** is exceptionally well-qualified for the **[Name of Scholarship]**, and that **[he/she/they]** will make the most of this opportunity to further **[his/her/their]** education and make meaningful contributions to the academic community. I strongly and without reservation recommend **[him/her/them]** for your consideration.

Please do not hesitate to contact me if you require further information.

Sincerely,

[Referee's Name]

[Title/Position]