

# Sample Recommendation Letter for Community Service Scholarship Application

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

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

Dear Members of the Scholarship Selection Committee,

I am honored to recommend [Applicant's Name] for the [Scholarship Name]. As [your relationship to the applicant, e.g., Supervisor, Teacher, Volunteer Coordinator] at [organization or context], I have had the privilege of witnessing the remarkable dedication and commitment that [he/she/they] has demonstrated through extensive community service work.

Over the past [length of time], [Applicant's Name] has contributed more than [number] volunteer hours to our organization, selflessly dedicating time to a variety of initiatives, including [briefly describe major activities, e.g., organizing food drives, tutoring children, supporting the elderly]. [His/Her/Their] reliability and enthusiasm have made a positive and lasting impression on both those served and fellow volunteers.

[Applicant's Name] exemplifies true leadership. [He/She/They] took the initiative to [describe leadership role or project, e.g., lead a fundraising event, coordinate a team of volunteers], showcasing exceptional organizational skills and the ability to inspire and motivate others. [His/Her/Their] compassion, teamwork, and strong work ethic set [him/her/them] apart as a role model in our community.

In addition to outstanding service, [Applicant's Name] has demonstrated a genuine passion for helping others and a keen understanding of the importance of community involvement. [He/She/They] consistently goes above and beyond expectations, frequently volunteering additional hours and extending support to those in need.

In summary, I wholeheartedly endorse [Applicant's Name] for the [Scholarship Name]. I am confident that [his/her/their] unwavering commitment to service and leadership will make a significant contribution to the mission of this scholarship program. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Organization/Institution]