

# Reference Letter Sample: Scholarship Endorsement

Date: [Insert Date]

To Whom It May Concern,

I am honored to write this letter in enthusiastic support of [Applicant's Name] and their candidacy for the [Name of Scholarship]. As [Your Position] at [Your Institution], I have had the pleasure of knowing and working with [Applicant's Name] for the past [Length of Time] in my capacity as [Relationship to Applicant, e.g., teacher, advisor].

Throughout this time, [Applicant's Name] has consistently demonstrated exceptional academic achievement, intellectual curiosity, and a genuine commitment to their educational goals. For example, in my [Subject/Class] course, [he/she/they] not only achieved the highest grade in the class but also enriched classroom discussions by posing insightful questions and offering thoughtful perspectives.

Beyond the classroom, [Applicant's Name] is a natural leader who inspires peers through both words and actions. As president of the [Club/Organization], [he/she/they] spearheaded a community outreach project that provided tutoring services to underserved students-a project that was lauded by school administrators for its impact and sustainability. [His/Her/Their] organizational skills, empathy, and vision were crucial to the initiative's success.

[Applicant's Name] also stands out for [his/her/their] unwavering integrity, resilience in the face of challenges, and desire to contribute positively to society. In one instance, when confronted with a particularly difficult group assignment, [he/she/they] went above and beyond to mediate conflicts, ensuring that all voices were valued and that the group achieved their goal together.

It is without reservation that I recommend [Applicant's Name] for the [Name of Scholarship]. I am confident that [he/she/they] will not only meet but exceed the expectations associated with this opportunity and will use the support provided to further hone [his/her/their] remarkable talents. [Applicant's Name] has my highest endorsement and I am certain [he/she/they] will be an asset to your program.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any additional information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]  
[Contact Information]