

# 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]**