

Reference Letter Sample for Undergraduate Scholarship Application

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

To Whom It May Concern,

I am delighted to write this letter in support of **[Applicant's Name]** as they apply for the **[Name of Scholarship]** to pursue their undergraduate studies. As **[Applicant's Relationship to You - e.g., their teacher, advisor, supervisor]** for the past **[duration]**, I have had the pleasure of witnessing their exceptional academic abilities, admirable character, and commitment to personal and community development.

[Applicant's Name] stands out as an intellectually curious and motivated student, consistently achieving top results in my **[subject/class]**. Their critical thinking skills, attention to detail, and dedication to excellence have made a significant impression on me. For example, in **[specific project, assignment, or competition]**, **[Applicant's Name]** demonstrated remarkable creativity and problem-solving abilities, resulting in **[notable achievement or outcome]**.

Beyond academic excellence, **[Applicant's Name]** has exhibited strong leadership qualities and a genuine commitment to serving others. As the **[leadership position, e.g., president of a club or captain of a team]**, they organized **[event or initiative]** that positively impacted both their peers and the school community. Their ability to motivate others, communicate effectively, and persevere through challenges is truly commendable.

In addition to their scholastic and extracurricular achievements, **[Applicant's Name]** is known for their integrity, empathy, and respectfulness. Through volunteering with **[community service or organization]**, they have significantly contributed to improving the lives of others while further developing a strong sense of civic responsibility.

Without reservation, I highly recommend **[Applicant's Name]** for the **[Name of Scholarship]**. I am confident that with their passion for learning, resilience, and leadership abilities, they will thrive in their undergraduate studies and make notable contributions to the academic community and beyond.

Please feel free to contact me if you need further information or insight regarding **[Applicant's Name]** and their qualifications.

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