Letter of Recommendation for Scholarship

Address, City, ST, Zip | Phone # | email address

[Today's Date]
 [Addressee Name]
[Addressee Title]
[Organization/University Name]
[Street Address]
[City, State, Zip]

Dear [Name and Title of Recipient],

It is my pleasure and honor to recommend [Name of Student] for the [Name of Scholarship]. I have known [Student] for [X years] and was delighted to serve as his [relation to student(teaching/coaching/advising)] at [Your School]. After reading through the criteria of the [Scholarship], I strongly believe that you would struggle to find a student more deserving and more in need of it than [Student].

The [Scholarship] looks for students who [traits/academic or personal achievements//etc. required to be eligible for scholarship]. Since I have known him, [Student] has demonstrated [required academic or personal achievement] on multiple occasions. In particular, [standout example showcasing achievement].

On a personal level, [Student] is a young [woman/man] of strong character who fully embodies all the traits you look for in potential candidates. Specifically, I was astounded by his [2-3 positive personality traits desired by scholarship]. When [scenario/challenge/situation/etc.] he [performed X action displaying personality trait.]

(OPTIONAL PARAGRAPH FOR SCHOLARSHIPS BASED ON FINANCIAL NEED)
[Student] is truly an exceptional student whose [2-3 academic talents/intellectual strengths/personal characteristics] would be an asset to any University. Despite his constant struggles in life, [Student] has always demonstrated a strong will to stand up to these challenges and follow his dreams. It would truly be a tragedy if he was unable to pursue his academic goals as a result of his difficult financial situation.

I have absolutely no reservations about recommending [Student] for [Scholarship]. I have no doubt he will uphold the standards of the [X Scholarship program organization/school/etc.] and become a shining member of your community. Please feel free to contact me if you have any questions regarding his character, past academic work, or any other qualifications related to the scholarship.

Sincerely,

[Your Signature

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Jennifer Fletcher

How To Write An Academic Letter Of Recommendation:

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