### TO WHOM IT MAY CONCERN

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

**To Whom It May Concern**

I have known Jane Doe for 4 years and have had the opportunity to be her Math’s Teacher. Her diligence and willingness to follow instructions have made her a joy to teach.

I am happy to provide this letter for reference to the XYZ Foundation Scholarship Committee on behalf of Jane Doe. If you require further information, please do not hesitate to contact me at XYZ School.

Respectfully,

**[Yours signature]**

Jane Jackson, HS Teacher