**[**Your Name**]**  
Your Address  
City, State, Zip Code

**[**Date**]**

Scholarship Committee  
Name of University  
Address of University  
City, State, Zip Code

Dear Scholarship Committee,

I have been awarded the pleasure of knowing **[**name of candidate**]** as a friend of the family for **[**number**]** years now. He has always shown brilliance in and out of academics since we were small children and has continually and consistently done so up to this very moment. I strongly recommend **[**him or her**]** for the **[**name of the scholarship program**]** program.

I am very certain that **[**name of candidate**]** will progressively move forward with **[**his or her**]** studies, the same way that **[**he or she**]** has done so over the years. **[**His or Her**]** diligence has helped propel **[**name of former school**]** to winning many state championships in academics. **[**He or She**]** has demonstrated unparalleled leadership skills winning the recently held **[**name of state**]** State Science Fair in **[**location of science fair**]**. The team had showcased a project aimed at increasing transmission efficiency of state run trains which left the judges visibly pleased with plans of collaborating with city engineers on the way.

Because of **[**his or her**]** proven merits, I highly recommend **[**name of candidate**]** for your **[**name of scholarship program**]** program. **[**He or She**]** will prove to be an invaluable member of **[**name of university**]** with **[**his or her**]** impressive academic achievements and the proven skills that **[**he or she**]** will be adding to the plate. Should you have any other additional questions regarding **[**name of candidate**]**’s character or achievements, please do not hesitate to contact me at **[**phone number**]** as I will be more than happy to provide you with what you need.

Yours sincerely,

**[**Your Name and Signature**]**