[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

[INSERT NAME OF THE APPLICANT] is a phenomenal young individual. As someone who worked and supervised him closely, I have seen numerous cases of his ability and have for quite some time been inspired by his diligence and hardworking attitude. I understand that [INSERT NAME OF THE APPLICANT] is applying for a Scholarship program at your school. I would like to suggest him for confirmation and acceptance.

Rest assured the applicant can effectively outdo various assignments with positive outcomes, earning the admiration of both the school faculty and administration.

I should likewise make note of the applicant’s uncommon scholarly execution. He is better than expected and his grades are quite excellent. He has reliably shown a capacity to meet people's high expectations every time.

And in conclusion, I might want to rehash my solid recommendation for [INSERT NAME OF THE APPLICANT]. In the event that you have any further inquiries with respect to his capacity or this proposal, please do not hesitate to contact me.

Very Truly Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature