[NAME OF ADDRESSEE]

[TITLE]

[NAME OF UNIVERSITY]

[ADDRESS]

[CITY, STATE]

[DATE]

Dear [NAME OF ADDRESSEE],

I got to know [NAME OF STUDENT] in [YEAR] and have since had the pleasure of his/her company as part of [NAME OF SCHOOL OR ORGANIZATION]. [NAME OF STUDENT] has shown great potential not only in his/her academic achievements but also in his/her personal growth, which is why I am recommending him/her for the [NAME OF SCHOLARSHIP].

I have learned that your organization usually selects scholars based on their potential in leadership. [NAME OF STUDENT] fits your guidelines with his/her experience in different leadership roles, including [LIST LEADERSHIP ACHIEVEMENTS].

I, therefore, wholeheartedly support [NAME OF STUDENT] for this opportunity, not only for his/her leadership capabilities but for his/her vision in making a positive impact in the community as well.

Please feel free to contact me if you have any questions regarding this scholarship application. I will be more than happy to provide you with the details as necessary.

Sincerely,

[NAME OF SENDER]

[POSITION]

[NAME OF SCHOOL OR ORGANIZATION]