**SAMPLE LETTER OF RECOMMENDATION**

**Subject**:  Letter of recommendation for scholarship

Dear \_\_\_\_ **(Sir or Madam)**

I on behalf of my student\_\_\_\_\_\_\_\_\_ **(student’s name)** write this recommendation letter that would allow him to get the scholarship. I am very much familiar with him for the last two years being his class teacher at\_\_\_\_\_\_\_\_\_ **(name of the school)**.

Based on his/her grades, attendance, and class participation, I would rate his/her academic performance superior compared to others. He/she is that type of a student who always ready to take the initiative to help. He/she is not the one who will refuse to take any kind of a challenge, whether academic or personal.

I hold \_\_\_\_\_\_\_\_\_\_ **(name of the student)** in the highest esteem, and recommend him/her for the \_\_\_\_\_\_\_\_\_\_ **(name of the scholarship)**.

Thanking You

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature