**REFERENCE LETTER FORMAT**

To Whom It May Concern

**{Name}** would be an excellent choice for the scholarship you are offering. I have known **{Name}** for **{length of time}** in my capacity as **{teacher, friend, etc.}**, and I have come to know **{him/her}** quite well in that time.

**{Name}** is a dedicated student who cares deeply about learning as much as **{he/she}** can on any given subject. **{His/her}** curiosity is seemingly insatiable, which is a great quality in any student.

**{Name}** has maintained a **{number}** G.P.A., while participating in extracurricular activities like **{list of activities}**. **{He/she}** also volunteers at **{place where student volunteers}**, and has a part-time job at **{place of employment}**.

**{Name}** needs to go to college, because higher learning is where a mind like **{his/hers}** belongs. Without the help of your scholarship, I’m not sure that **{Name}** would be able to afford college. This would be a tremendous blow to **{Name}**, for sure, but also to the rest of us. I have no doubt that, with further education, there is limit to what **{Name}** will be capable of doing.

Please choose **{Name}** for scholarship. **{He/she}** will be an excellent representative for your organization, and you’d be helping a most deserving candidate.

Thank you,

**{Sender}**