

## **Sample Endorsement Letter by Home Institution Head**

To the Scholarship Review Committee of the United Board,

I have known (insert candidate's name) since (insert year). He/she holds the position of (title) at (Department and University name). I recommend him/her for the scholarship award for MA/PhD degree study at (insert Host University's name).

I endorse the candidate for the United Board scholarship, and confirm that if the scholarship is approved by the United Board and the host university, a leave of absence with continued salary will be granted for the period of study. He/she will also have a position to return to at our university after completing post-graduate study.

Please describe his/her personal character, scholastic aptitude and potential leadership qualities.

This scholarship award to the faculty member named above would help our institution advance its mission and academic programs in the long run by ... (Please describe briefly your institution's mission and priorities, and explain how this scholarship would benefit priority academic programs at your institution.)

If you have any queries regarding (insert candidate's name)'s character, achievements or suitability for this award, please contact me at (insert phone and Email).

Sincerely,

Your name

Your position

Your Institution Information

*For Reference Only*