Scholarship Personal Reference Letter

To,

Greg Anderson

Head, Physics Department

Manchester University, Manchester

United Kingdom

Date: 10th April 20XX

Subject: scholarship personal reference letter

Respected Mr. Anderson

I, Jack Donalds am writing this letter to you in order to give my personal reference and recommendation for Jessica Alba who has applied for the Physics yearly scholarship at your University. I am a senior lecturer at St. Lawrence College, London and have known Miss Jessica as a student in my class.

Miss Alba has been a student of my Physics lectures for 3 years during her graduation studies in the Physics Hons course. She has always come across as a hardworking and very intelligent student who had the guts and smartness to question concepts and understand them from a deeper level. She participated in class discussions, performed well at examinations and was always enthusiastic about helping others. She is a perfect candidate for this scholarship and course at your prestigious university and I hope that you will consider her for it.

If you have any more questions or need any information about Miss Alba, please feel free to contact me at my given contact number.

Thanking you,

Sincerely,

Jack Donalds

XXXXXXXXXXX