

Click to
Insert Company Logo Here

Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Miss/Mrs. Dr., etc) Last Name:

I am writing this letter to express my support for (insert applicant's name) in (his or her) application for the (name of scholarship program) scholarship opportunity with your (insert name of school or name of scholarship program). I have worked with (insert applicant's name) at (insert company name) for the last (insert number) (insert months or years).

I enjoy working with (insert applicant's name) and am happy to be able to provide this recommendation. I have great respect for (insert him or her) as an individual and as a professional and am confident that (insert he or she) is deserving of this award. (Insert a positive, descriptive sentence about the person's performance at work as appropriate and relevance to the scholarship application).

In addition to having firsthand knowledge of (insert applicant's name) work ethic and abilities, I am also familiar with (his or her) education and career goals, and know just how much receiving this scholarship means to (insert him or her). Receiving this scholarship will provide important financial support that will allow (insert him or her) to obtain the additional education necessary to earn (insert his or her) college degree. I cannot think of anyone more deserving and I wholeheartedly support (insert his or her) application.

I am confident that you will be just as impressed with (insert applicant's name) as I am, and I urge you to consider (insert him or her) for this award. Please feel free to contact me if I can provide any additional information. You may reach me at (insert your phone number) or (insert your email address).

Regards,

(Insert Your Full Name)