[Your Company Letterhead]
[Company Name]
[Street Address]
[City, State ZIP]
[Phone]
[Email]

[Date]

[Scholarship Committee Name]
[Organization/Institution Name]
[Street Address]
[City, State ZIP]

Dear [Scholarship Committee/Specific Name],

I am writing this letter to strongly recommend [Student's Full Name] for the [Specific Scholarship Name]. As the [Your Position] at [Company Name], I have had the pleasure of working directly with [Student's First Name] for [duration] in [their role/position] at our organization.

[Student's First Name] joined our team in [month/year] and has consistently demonstrated exceptional qualities that make [him/her/them] an outstanding candidate for this scholarship. During [his/her/their] time with us, [Student's First Name] has shown remarkable [specific skill #1], [specific skill #2], and [specific skill #3].

One particularly notable example of [Student's First Name]'s capabilities was when [he/she/they] [specific example of a project or achievement with measurable results]. This initiative demonstrated [his/her/their] ability to [specific skills or qualities shown]. Additionally, [he/she/they] [second specific example that highlights leadership, problem-solving, or other relevant skills].

Beyond [his/her/their] professional capabilities, [Student's First Name] has shown exceptional character through [example of character trait or community involvement]. [He/She/They] consistently [specific recurring behavior that demonstrates dedication/work ethic].

What truly sets [Student's First Name] apart is [his/her/their] [unique quality or achievement relevant to the scholarship]. [He/She/They] has maintained an impressive balance between [his/her/their] professional responsibilities and academic pursuits, maintaining a [GPA if applicable] while working [full/part-time] at our organization.

I am confident that [Student's First Name] would be an excellent recipient of the [Scholarship Name]. [His/Her/Their] combination of [quality #1], [quality #2], and [quality #3] make [him/her/them] an ideal candidate who will make the most of this opportunity.

If you require any additional information about [Student's First Name]'s qualifications or achievements, please don't hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Full Name]
[Your Title]
[Company Name]
[Contact Information]