[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State ZIP]  
[Your Email]  
[Your Phone]

[Date]

[Scholarship Committee Name]  
[Organization Name]  
[Address]  
[City, State ZIP]

Dear [Scholarship Committee/Specific Name],

**Opening Paragraph** I am writing this letter to enthusiastically recommend [Student's Full Name] for the [Specific Scholarship Name]. As [Student's First Name]'s [Subject] teacher at [School Name] for [duration, e.g., "the past two years"], I have had the pleasure of watching [him/her/them] grow both academically and personally.

**Academic Performance** In my [Subject] class, [Student Name] has consistently demonstrated exceptional academic abilities, maintaining a [grade/percentage] while actively contributing to classroom discussions. [He/She/They] particularly excelled in [specific project or assignment], where [specific example of their work or achievement].

**Personal Qualities** Beyond academic excellence, [Student Name] possesses remarkable qualities that set [him/her/them] apart. [He/She/They] demonstrates [specific quality, e.g., "exceptional leadership skills"] as evidenced by [concrete example]. [His/Her/Their] [another quality, e.g., "intellectual curiosity"] is apparent in [specific instance or behavior].

**Extracurricular Activities and Impact** [Student Name] has made significant contributions to our school community through [specific activities, e.g., "founding the Science Club" or "leading the Debate Team"]. [His/Her/Their] involvement in [activity] has [specific impact, e.g., "helped raise $3,000 for local charities"]. This demonstrates [his/her/their] commitment to [relevant quality, e.g., "community service" or "leadership"].

**Specific Achievement or Anecdote** One particular instance that illustrates [Student Name]'s character and capabilities was when [specific story or example that demonstrates their qualities relevant to the scholarship]. This situation showcased [his/her/their] ability to [relevant skills or qualities].

**Connection to Scholarship** I believe [Student Name] embodies the values and qualities that the [Scholarship Name] seeks to reward. [His/Her/Their] [specific qualities] align perfectly with your organization's mission to [scholarship's stated goals or values].

**Strong Endorsement** Without reservation, I give [Student Name] my highest recommendation for the [Scholarship Name]. I am confident that [he/she/they] will make exceptional use of this opportunity and continue to [specific prediction about future success].

**Closing** Please feel free to contact me if you need any additional information about [Student Name]'s qualifications or accomplishments. I can be reached at [your email] or [your phone number].

Sincerely,

[Your Signature]  
[Your Typed Name]  
[Your Title]  
[School Name]