TO

**[Receiver Name]**

**[Receiver Title]**

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**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub**: Recommendation Letter for a Scholarship

Dear Scholarship Committee,

It's with great pleasure I write to you to offer my recommendation of Dawn Harris for the Beckford Leaders Scholarship. I have worked with Dawn as an academic adviser for six months, and was previously her biology teacher. She is a remarkable young person with a drive for learning and an innate ability to translate thought into action. It's my belief that she is an exemplary candidate for this opportunity.

Traditionally, Banesville University awards the Beckford Scholarship to students who demonstrate a strong commitment to leadership in their communities, alongside exceptional academic commitment. Dawn has demonstrated both qualities. On campus, Dawn has led the school debate team to victory as team captain for three years in a row. While many students may have celebrated, Dawn instead focused on the lack of diversity that she noticed at the competition her first year, and became a founding member of Students for Change, a forum that worked to advance diversity efforts in specialized sports and activities across the Banesville School district.

Dawn is also a hardworking student who has maintained a consistent A grade average. As her teacher, I noticed a particular ability to rally her fellow students before tests or large projects, encouraging them to help and support each other. As her current adviser, I have had the opportunity to see this same tendency toward teamwork, camaraderie and encouragement beyond my own class. It's because of these qualities that she has achieved so much in the few short years since joining the Banesville community.

Therefore, I'm honored to offer my support and recommendation for Dawn Harris as a qualified candidate for the Beckford Leaders Scholarship. She is a highly motivated and effective leader and student whom I believe is highly deserving of this honor and may use the privilege of this scholarship to continue a scholarly career marked by dedication and excellence. If you have any further questions, please contact me by phone or by email.

Sincerely,

**[Signature]**

Joan Jay