TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Recommendation for a Scholarship

Dear **[Name]**

I’m delighted to recommend Louis D. for the ABC scholarship. I have been Louis’s English teacher and debate team coach at A.W. High School for the past three years and know that he is exactly the kind of student your foundation hopes to reward.

Throughout my career, I’ve met very few students that are as inquisitive and engaged with the local community as Louis. In my English class, he regularly leads class discussions and writes in a way most students only grasp once they’ve spent several years in college. I can say without a doubt that he is in the top 10% of students I’ve had the pleasure to work with during my 15 years as a teacher.

Louis is also the debate team captain and makes my job as the coach incredibly easy as he’s always going out of his way to help new members improve. For example, in preparation for a recent debate tournament, he spent several hours working one-on-one with one student who was new to the team and still struggling with stage fright. Although Louis didn’t do as well as he would have liked to in that tournament, he still took immense pride in seeing how much his teammate improved in just a short time.

This willingness to help others is also reflected in Louis’s community service work — something I know the ABC scholarship foundation greatly values. Outside of school, Louis is actively involved in tutoring ESL learners at a local community center. Although I’m not present at the center, it’s easy for me to imagine how lucky those students must feel to have a tutor like Louis. His work ethic and dedication to helping people improve are impeccable.

I have full confidence that Louis will continue to do great things next year when he begins college at Rice University. I also am confident that the ABC Scholarship Foundation would

be hard-pressed to find another student as deserving and representative of your mission to support the future community leaders of America.

It is for these reasons I’ve had zero hesitation to write this recommendation for Louis.

Please feel free to contact me at **[Contact Number]** or **[E-mail Address]** if you have any questions. I’d be more than happy to provide more information on why Louis is a deserving candidate for the ABC scholarship.

Sincerely,

**[Signature]**

Sam Green