Mr.XYZ

ABC Colony

Lucknow

Date: DD/MM/YYYY

To,

Mr. Das

PQR Institution

Lucknow

Subject: Recommendation for Scholarship Program

Respected sir,

I am an Assistant Professor at ABC University. I have been teaching for 20 years. I wish to recommend one of my students, namely XYZ, to your program. I think he surely deserves a scholarship with his extreme skills and knowledge in every field and his excellence in the academic and extracurricular fields too.

He has completed his school studies from the QPR school and has been performing excellently in the exams. He topped his school in both 10th and 12th standard.

Now he’s doing his UG course from our College. The necessary details and certificates have been sent with this letter.

Not only this, but he’s even good at sports or any other extracurricular activities. He participated in every event held in the school with an excellent performance.

I hope you’ll accept my recommendation.

Thanking you,

Yours faithfully,

XYZ