Subject : Scholarship Reference Letter

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_ (name) is a student of mine here at the \_\_\_\_\_\_\_\_\_\_\_ (mention college) and I am happy to recommend her for a scholarship. I have had the pleasure of having \_\_\_\_\_\_\_\_\_\_\_\_ in my classroom where I have been teaching \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (course) for the previous \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (duration). \_\_\_\_\_\_\_\_\_\_\_\_ is a very bright and intelligent student who consistently is at the top of her class in all assessments and exams.

She has even been on the dean’s list each semester of attendance here at \_\_\_\_\_\_\_\_\_\_\_. (mention achievements)

Aside from her apparent dedication to her studies, she has been a very active member of the student body. She has been in countless clubs and organizations and has been on the debate and speech teams, being quite successful in all that she has done.

I can assure you that she is one student who will be at the top of whatever she does and would like to personally request that she be considered for the scholarship that you now have available.

If you have any questions I would be happy to answer them, so please feel free to contact me at any time.

Yours Truly,

\_\_\_\_\_\_\_\_\_\_\_

Signature