From,

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

Date: \_\_\_\_\_\_\_\_\_\_\_ (date of writing of the letter)

To,

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

Subject: Scholarship Recommendation

I am [Your name] and I’ve been in the teaching profession from many years. I have dealt with all types of students who made me learn, experience and see the other side of learning.

One of my students, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the student), had shown extraordinary skills, never quenching the thirst for learning and showcased his knowledge in all the possible ways. He is one of the most talented students I’ve even taught. Whether it is academics or any other field, he achieved excellence.

Moreover, he has the quality of participating in every curricular activity in the school. In the finals of a quiz competition organized by the school, he secured the top rank in the whole district and received an appreciation from the chief minister.

Hence I’d like to recommend him to you as I think he deserves the scholarship and he is eligible for it.

Thanking you,

Yours sincerely,

Name and signature