

Recommendation Letter Template

- Be sure to use Letterhead
- In the top left-hand corner of the page include the following:
 - Date
 - Full Name
 - Title
 - Company name/School name
 - Street Address
 - City, State, Zip code
 - Preferred contact
- Introduction
 - Address the scholarship committee by briefly introducing the candidate
 - State the scholarship the candidate is applying for
 - Describe the nature and length of time you have known the candidate
 - Give specific traits the candidate possess that align with scholarship
- Paragraph 1
 - Describe how the candidate fulfils the scholarship criteria
 - Use any quantitative examples possible; academic performance, accolades, certificates, etc.
 - Communicate what the scholarship committee is looking for and how this candidate mirrors those traits
- Paragraph 2
 - Refer back to your intro and use those examples in great detail to support the traits the committee is looking for.
 - Provide concrete examples
- Conclusion
 - Emphasize your endorsement of the candidate for the scholarship
 - Invite the committee to contact you for more details
 - End with your title
- Sign the letter by hand
 - This shows its authenticity and shows the time and effort that went into this letter!

*Note if student is wanting to reuse this letter for multiple scholarships either try to keep the letter vague when address the scholarship committee. Or keep this letter saved so that you can copy and past different names of scholarship committees. See sample letter attached for more examples!



April 19, 2023
Karen Smith
Teacher, High School High
123 Longview Dr.
Helena, MT 12345

To the Highlands Scholarship Committee:

I am writing this letter to recommend Samantha Blackburn for the Highlands Achievement Scholarship. I was her Social Studies and History teacher and have closely followed her academic progress during the past three years.

As a student, Samantha demonstrated a love of learning and the level of commitment necessary to succeed in college and beyond. I am happy to be able to provide this recommendation for such a deserving student. As her academic record attests, Ms. Blackburn has maintained an outstanding grade point average across the board during her studies here at High School High. I have great respect for Samantha and truly believe that she is a deserving candidate that you will be proud to have representing your scholarship.

Samantha has distinguished herself as an incredible young writer through her work in my classes as well as in her creative and essay writing in English and Literature. This past year she wrote a history paper on the Spanish Renaissance which was one of the most impressive pieces of writing that I have ever encountered in my 25 years of teaching. In addition to having firsthand knowledge of Samantha's academic commitment and talent, I am also familiar with her education goals, as well as the challenges she will face when it comes to funding college tuition. I cannot think of anyone more deserving and I wholeheartedly support her application.

I feel certain that you will be just as impressed with Samantha as I am. As an educator who is committed to helping deserving students succeed, I strongly encourage you to consider her for the Highlands Achievement Scholarship. Please do not hesitate to contact me with any questions that you may have, and let me know if I can provide any additional information in support of this deserving student. You can reach me at karen.smith@highschoolhigh.bhoa or at (555)555-5555 Ex.5555.

Sincerely,

A blue ink handwritten signature, appearing to read "Karen Smith", written in a cursive style.

Karen Smith
Teacher, High School High