[Your Name]  
Your Address  
City, State, Zip Code

[Date]

Scholarship Committee  
Name of University  
Address of University  
City, State, Zip Code

Dear Scholarship Committee,

I have been awarded the pleasure of knowing [name of candidate] as a friend of the family for [number] years now. He has always shown brilliance in and out of academics since we were small children and has continually and consistently done so up to this very moment. I strongly recommend [him or her] for the [name of the scholarship program] program.

I am very certain that [name of candidate] will progressively move forward with [his or her] studies, the same way that [he or she] has done so over the years. [His or Her] diligence has helped propel [name of former school] to winning many state championships in academics. [He or She] has demonstrated unparalleled leadership skills winning the recently held [name of state] State Science Fair in [location of science fair]. The team had showcased a project aimed at increasing transmission efficiency of state run trains which left the judges visibly pleased with plans of collaborating with city engineers on the way.

Because of [his or her] proven merits, I highly recommend [name of candidate] for your [name of scholarship program] program. [He or She] will prove to be an invaluable member of [name of university] with [his or her] impressive academic achievements and the proven skills that [he or she] will be adding to the plate. Should you have any other additional questions regarding [name of candidate]’s character or achievements, please do not hesitate to contact me at [phone number] as I will be more than happy to provide you with what you need.

Yours sincerely,

[Your Name and Signature]