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Insert Your Name Here
Insert Your Address Here
City, State Zip code

[Insert Date]

[Addressee Name]
[Company Name]
[Street Address]
[City, State Zip]

Insert Greeting [Mr./Ms./Miss/Mrs. Dr., etc] Last Name:
I am writing this letter to express my support for [insert applicant's name] in [his or her] application for the [name of scholarship program] scholarship opportunity with your [insert name of school or name of scholarship program]. I have worked with [insert applicant's name] at [insert company name] for the last [insert number] [insert months or years].

I enjoy working with [insert applicant's name] and am happy to be able to provide this recommendation. I have great respect for [insert him or her] as an individual and as a professional and am confident that [insert he or she] is deserving of this award. [Insert a positive, descriptive sentence about the person's performance at work as appropriate and relevant to the scholarship application].

In addition to having firsthand knowledge of [insert applicant's name] work ethic and abilities, I am also familiar with [his or her] education and career goals, and know just how much receiving this scholarship means to [insert him or her]. Receiving this scholarship will provide important financial support that will allow [insert him or her] to obtain the additional education necessary to earn [insert his or her] college degree. I cannot think of anyone more deserving and I wholeheartedly support [insert his or her] application.

I am confident that you will be just as impressed with [insert applicant's name] as I am, and I urge you to consider [insert him or her] for this award. Please feel free to contact me if I can provide any additional information. You may reach me at [insert your phone number] or [insert your email address].

Regards,

[Insert Your Full Name]