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advice women can trust
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Insert Your Name or School's Name
Insert 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 recommend [insert applicant's name] for the [name of scholarship program] Scholarship with your [insert name of school or name of scholarship program]. I was [insert his or her] [insert name of class or other applicable descriptor] teacher and have known [insert him or her] for the last [insert number] [insert months or years].
As a student, [insert applicant's name] demonstrated a love of learning and the level of commitment necessary to succeed in college and beyond. As an educator, I am happy to be able to provide this recommendation for such a deserving student. I have great respect for [insert him or her] and truly believe that [insert he or she] is a deserving candidate that you will be proud to have representing your [insert school or organization].
[Insert a few positive, descriptive sentences about the applicant's performance in school, character, personality, extracurricular activities, etc. as appropriate.] In addition to having firsthand knowledge of [insert applicant's name] academic commitment, I am also familiar with (his or her) educational goals, as well as the challenges [insert he or she] will face when it comes to funding college tuition. I cannot think of anyone more deserving and I wholeheartedly support [insert his or her] application.
I feel certain that you will be just as impressed with [insert applicant's name] as I am. As an educator who is committed to helping deserving students succeed, I strongly encourage you to consider [insert him or her] for this scholarship. Please contact me with any questions and let me know if I can provide any additional information in support of this deserving student. You may reach me at [insert your phone number] or [insert your email address].
Regards,

[Insert Your Full Name]