



From,

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

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

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

Subject: Letter of recommendation for scholarship

Dear \_\_\_\_\_ (Sir or Madam)

I on behalf of my student \_\_\_\_\_ (student's name) write this recommendation letter that would allow him to get the scholarship. I am very much familiar with him for the last two years being his class teacher at \_\_\_\_\_ (name of the school).

Based on his/her grades, attendance, and class participation, I would rate his/her academic performance superior compared to others. He/she is that type of a student who always ready to take the initiative to help. He/she is not the one who will refuse to take any kind of a challenge, whether academic or personal.

I hold \_\_\_\_\_ (name of the student) in the highest esteem, and recommend him/her for the \_\_\_\_\_ (name of the scholarship).

Thanking You

Yours truly,

\_\_\_\_\_

Name and Signature