

Scholarship recommendation

Dear Scholarship Committee, I am writing to support [Name]’s application for the [Scholarship]. [How you know them]. [Achievements matching the award criteria, with examples]. This award would allow [Name] to [goal]. I recommend [him / her / them] without reservation. [Signature block]

Character reference

To whom it may concern, I have known [Name] for [years] as [relationship]. In that time I have found [him / her / them] to be [honest / reliable / caring], for example [specific example]. I have no hesitation in recommending [Name]. [Signature block and contact]

Notes