

SAMPLE REFERENCE LETTER

Dear [Scholarhip Name]:

I hold [student first and last name] in the highest esteem, and recommend [him/her] for the [scholarship name] without reservation.

As [his/her] Math teacher, I can attest that [student first name] is not one to back down from a challenge, either academic or personal. [He/she] finishes what [he/she] starts and never lets adversity get [him/her] down. Because of [his/her] bold vision and perseverance, our school now has a community-funded computer lab. [Student first name]'s dedication to that project continues as [he/she] supervises computer training in our community.

[Student first name]'s combination of academic achievement, leadership and personal character make [him/her] an ideal candidate. Once you meet [student first name] you will see why I am so enthusiastic about [him/her], both as a student and a young citizen.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]