

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear Admissions Committee,

I wish to recommend Angela Bursette for the FNSA scholarship program. As a counsellor at Rosehip High School, I have worked closely with her for the past four years and have developed a great deal of respect for this remarkable young woman during that time. Despite having financial hardships to overcome, she has excelled in all academic fields.

I personally feel that the GNCA scholarship should go to someone who possesses strong leadership qualities and a genuine concern for their community. Angela fits these guidelines perfectly. Last year, she acted as Student Body President, and this year she took on the primary responsibility of organizing the school's annual talent show.

It has been a joy to work with Angela and I am proud to be able to provide this letter of recommendation for the scholarship program you represent. I can be reached at (555) 555-5555 if you have any question's regarding Barbara's application.

Regards,

{ Your Signature }

{ Your Name }
{ Your Title }