Letter of Recommendation

Template for Teacher / Principal

TIP: Yeh letter apne teacher ya principal ko dikhao — woh apne letterhead par likhkar sign karenge. Bahut scholarships isse maangti hain.

[To be printed on school/college letterhead]

Date: [DD/MM/YYYY]

To Whom It May Concern,

I am pleased to recommend [Student Name], who has been a student at [institution name] for the past [X] years. During this time, I have known [him/her] as a [sincere, hardworking, disciplined] student with excellent academic potential.

[Student Name] has consistently performed well, scoring [XX%] in [class/subject]. Beyond academics, [he/she] has shown [leadership/participation in activities/good character]. [Add one specific example — a project, competition, or quality you noticed].

[Student Name] comes from a financially modest background, and I believe this scholarship would make a meaningful difference in [his/her] education. [He/She] has the dedication and ability to make excellent use of this opportunity.

I strongly recommend [Student Name] for the [Scholarship Name] without any hesitation.

Sincerely,

[Teacher/Principal Name]

[Designation]

[Institution Name]

[Contact / Signature / School Seal]