[Sender’s Name]

[Sender’s Designation]

To,

[Recipient Name]

[Recipient Designation]

Date:

**Subject: Endorsement Letter for Scholarship Program**

Dear Sir/Madam,

I am writing this letter to endorse [Name of the Endorsee] for the [mention name of Scholarship Program]. He/She has always impressed me with his/her intelligence and being articulate in understanding difficult concepts quite easily.

In her final year, he/she came up with a very interesting creative thesis combining three major concepts of the field. [Mention something more about her thesis briefly]. He/She is quite hard working and dedicated to his/her work. He/She has always been an active part of every discussions or debates held thorughout the year.

I am confident that he/she will continue to do great work in his/her field and therefore I endorse him/her for this years’ [mention name of Scholarship Program].

Feel free to contact me for any further details and inquiries.

Sincerely,

[Sender Name]

[Sender Signature]