

## TEMPLATE – Scholarship Recommendation Letter

Michael Turner  
Secretary  
Queensland Lutheran Giving Ltd  
PO Box 1535  
Milton QLD 4064

[insert date]

Dear Michael,

**RE: [insert organisation name] Scholarship – Recommended Candidate/s**

We recommend that [insert recommended candidate name/s] receive the [insert organisation name] scholarship.

We received [insert number] applications for our scholarship which was advertised according to your requirements. After reviewing all of the applications and interviewing our short-listed candidates, we concluded that [insert recommended candidate name/s] was the most deserving of the scholarship because:

- [insert reason for selection]
- [insert reason for selection]

We have outlined [insert recommended candidate name/s]'s details below.

We can also confirm that funds supporting the scholarship in the amount of [\$insert amount] have been deposited into the QLG Scholarship Fund account.

Please do not hesitate to contact me on (07) [insert phone number] if you have any questions regarding this recommendation or the scholarship in general.

Thank you for the opportunity to provide a scholarship with the QLG Scholarship Fund.

Sincerely,

[insert name]

**[insert title]**

**Recommended Candidate/s details:**

<i>Name:</i>	
<i>Address:</i>	
<i>Phone number:</i>	
<i>Email:</i>	