**Sample Reference Letter**

To the Scholarship Review Committee of the United Board:

I have known (insert candidate's name) since (insert year). He/She holds the position of (title) at (Department and University name).

I endorse his/her application for the United Board Faculty Scholarship. Should he/she get an admission to the host university and the scholarship is approved by the United Board, the home university will grant him/her a leave of absence for the required duration of study. He/She will also have a position to return to at our university after completing post-graduate study.

Please describe briefly his/her personal character, scholastic aptitude and potential leadership qualities.

This scholarship award to the faculty member named above would help our institution advance its mission and academic programs in the long run by … (Please describe briefly your institution’s mission and priorities, and explain how this scholarship would benefit priority academic programs at your institution.)

Our institution has a policy (or no policy) on return service for scholarship recipients. [If there is no policy, please explain why. If there is a policy, please describe the ratio -- e.g. number of years of service for every year of scholarship.]

If you have any queries regarding (insert candidate's name)'s character, achievements or suitability for this award, please contact me at (insert phone and Email).

Sincerely,

Date

Your name

Your position

Your department

Name of the Institution

Your email address

*For Reference Only*