

# RECOMMENDATION LETTER

**Dr. Helen Ortiz**

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January 14, 2025

Sender's Name and Address

Date

**Scholarship Committee**

Bright Futures Scholarship Program

100 Harbor Plaza

Riverside, FL 32081

Recipient's Name and Address

Dear Scholarship Committee,

Greeting

Opening Paragraph

I am recommending Maya Torres for the Bright Futures Scholarship. Maya completed my Advanced Biology course with strong results and showed consistent interest in laboratory research.

She led a small team during our semester project and produced clear, accurate data summaries. Her focus and steady work habits make her an excellent candidate for your program.

Strengths/Evidence Paragraph

Sincerely,

**Dr. Helen Ortiz**

*Dr. Helen Ortiz*

Complimentary Close and Signature



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