

“Dear Sir/Madam,

I am pleased to get the chance to recommend (name of applicant) for the PhD position in (course/study area name) at your institution. I have taught (name of applicant) for the last (tenure in years) in the areas of (subject areas). I will be delighted to witness him/her excelling in this particular field.

The topic (title) proposed by him/her is vital for the modern-day scenario and needs extensive research. It will be beneficial for all the industry stakeholders in the (sector name) and also academicians who can access real-time insights on the subject.

(Name of applicant) has completed a research project over a period of (duration) on (name of project) under my supervision. I have witnessed his/her work efficiency, critical thinking abilities, and inquisitiveness regarding various findings. He/she also has brilliant communication skills and the ability to mentor and guide peers.

(Name) has a down-to-earth nature and respects others while adhering to rules and regulations. His/her independent or group work on research projects and studies has been immensely satisfying. He/she is an analytical thinker and is stimulated by new academic challenges. This trait makes him/her strive for innovative solutions to real-world problems with a strong desire to improve the world around.

Hectic timelines, various constraints, tough work conditions, multitasking, and dealing with multiple people along the way, are things that he/she can tackle with ease while delivering work seamlessly. With these positive abilities, he/she will be an asset to any institution.

(Name) has improved consistently every year and is a deserving candidate for an opportunity to work in the field of (topic name). I would be delighted if my recommendation helps him/her obtain admission in the (course name).

If you have any queries regarding research, academics, or other areas pertaining to (applicant name's) candidature, please feel free to reach me at the following phone or email address. I am usually available on the phone between Monday and Friday from (time to time, i.e. 11 am to 4 pm).

Sincerely,

(Name of Referee)

Designation:

Phone Number:

Email ID:"