

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[University Name]
[University Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to request a reference for [Employee's Name], who is applying for the PhD program in [Program Name] at [University Name]. As [his/her/their] manager at [Company Name], I have closely observed [his/her/their] professional development and believe [he/she/they] would be a valuable addition to your program.

[Employee's Name] has demonstrated exceptional skills in [specific skills or projects], showcasing [his/her/their] ability to conduct independent research and contribute valuable insights to our team. [He/She/They] has consistently shown a strong commitment to [his/her/their] work and an eagerness to learn, making [him/her/them] an ideal candidate for graduate studies.

I am confident that [Employee's Name] possesses the dedication, intellect, and creativity necessary for success in your program. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights regarding [his/her/their] qualifications.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]