

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

[Recipient's Name]  
[Department/University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you to provide a character reference for [Applicant's Name], who is applying for the PhD program in [Program Name] at [University Name]. I have known [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant, e.g., professor, supervisor, etc.].

[Applicant's Name] has consistently demonstrated [mention specific qualities, skills, or traits that make the applicant suitable for the PhD program, e.g., intellectual curiosity, dedication, research experience, etc.]. During [his/her/their] time at [where you know the applicant from], I was particularly impressed by [specific example or achievement].

I am confident that [Applicant's Name] will be an excellent addition to your program. [He/She/They] possesses not only the academic ability but also the personal traits necessary to thrive in a challenging academic environment.

If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Department/University Name]