

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Committee]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to provide a personal reference for [Candidate's Name], who is applying for the PhD program in [Program Name] at [University Name]. I have known [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate] and can speak to their capabilities and character with confidence.

[Candidate's Name] has demonstrated exceptional [skills, qualities, or accomplishments related to the field], particularly in [specific example]. Their dedication to [specific project or area of study] reflects both their intellectual prowess and passion for research.

Moreover, [he/she/they] possess excellent [communication/analytical/leadership] skills, which I have witnessed during [specific instances]. [Candidate's Name] has consistently shown the ability to work collaboratively with peers and faculty, fostering an environment of mutual respect and support.

I believe that [Candidate's Name] will make significant contributions to your program and the academic community at [University Name]. I wholeheartedly recommend [him/her/them] for acceptance into the PhD program.

Thank you for considering this application. If you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]