

[Your Name]

[Your Position]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Institute Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the research position at [Organization/Institute Name]. As [his/her/their] professor and advisor during [his/her/their] studies in [Field of Study] at [University Name], I have had the pleasure of watching [him/her/them] grow into a skilled and dedicated researcher.

[Student's Name] has demonstrated exceptional analytical skills and a strong work ethic throughout [his/her/their] academic career. [He/She/They] successfully completed a research project on [Brief Description of the Project] which not only showcased [his/her/their] research abilities but also [his/her/their] capability to work collaboratively in a team environment.

I am confident that [Student's Name] will bring the same enthusiasm and commitment to the research position at your organization. [He/She/They] possesses a keen interest in [Specific Research Area], and I believe [his/her/their] contributions will be invaluable to your team.

Thank you for considering [Student's Name] for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Department]

[University Name]