

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the graduate assistantship in laboratory management at [Institution/Department Name]. As [his/her/their] [Your Relationship, e.g., professor, supervisor] during [his/her/their] time at [University/Institution Name], I have had the pleasure of observing [Student's Name]'s exceptional qualities and dedication to [his/her/their] work.

[Student's Name] has demonstrated outstanding skills in laboratory management, including [specific skill or experience 1], [specific skill or experience 2], and [specific skill or experience 3]. [He/She/They] consistently shows [his/her/their] ability to manage projects effectively while working collaboratively with peers and faculty.

Moreover, [his/her/their] strong analytical and problem-solving abilities have contributed significantly to [specific project or achievement]. [He/She/They] has an impressive work ethic and a passion for research that I believe will be invaluable to [Institution/Department Name].

I firmly believe that [Student's Name] will excel in the graduate assistantship role and make significant contributions to your laboratory. I highly recommend [him/her/them] without reservation.

If you have any further questions, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Institution]