

Affirmation of Research Involvement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally affirm your involvement in the research project titled "[Project Title]." Your contributions have been invaluable to the success of this project, and I wish to recognize your efforts.

As a team member, you were responsible for [describe specific responsibilities and contributions]. Your skills in [mention relevant skills] greatly enhanced our research outcomes.

We appreciate your dedication and hard work from [start date] to [end date]. Please feel free to use this letter as a reference for future opportunities.

Thank you once again for your commitment to our research initiative. If you have any questions or need further details, please do not hesitate to ask.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]