

Recommendation Letter Template: Graduate School (Research-Focused Programs)

[Your Name]
[Your Title and Position]
[Department Name]
[University/Institution Name]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To the Admissions Committee,

I am writing to provide my enthusiastic recommendation for **[Applicant's Full Name]** as a candidate for your graduate program in **[Program Name or Field]**. In my capacity as **[your relationship to the applicant, e.g., Professor, Research Advisor]** at **[Your Institution]**, I have had the pleasure of working with **[Applicant's First Name]** for **[duration]** during **[his/her/their]** undergraduate studies and research.

During this time, **[Applicant's First Name]** distinguished **[himself/herself/themself]** through an exceptional display of intellectual curiosity, determination, and initiative. **[He/She/They]** demonstrated a keen analytical mind by **[briefly describe a specific research project, paper, or task]**. **[Applicant's First Name]** approached complex problems with creativity and rigor, offering innovative solutions and demonstrating a mature grasp of current research methodologies in the field.

What sets **[Applicant's First Name]** apart is **[his/her/their]** ability to work independently while also contributing collaboratively to team-based research. For example, in **[mention a team project, lab, or group work]**, **[he/she/they]** played an instrumental role in **[explain specific contribution or leadership]**. **[His/Her/Their]** excellent organizational skills, attention to detail, and perseverance were evident throughout the process.

Beyond technical proficiency, **[Applicant's First Name]** consistently displayed a passion for scholarly inquiry and a strong commitment to expanding knowledge in **[specify area or discipline]**. **[He/She/They]** is a motivated and disciplined researcher, eagerly engaging with new literature and integrating feedback into **[his/her/their]** work. I am confident that these skills, combined with **[his/her/their]** exemplary work ethic, will enable **[Applicant's First Name]** to thrive in the rigorous and collaborative environment of your graduate program.

In summary, I offer my strongest support for **[Applicant's Full Name]**'s application to your research-focused graduate program. **[He/She/They]** has my highest recommendation, and I am certain that **[he/she/they]** will make significant contributions to your academic community.

Please feel free to contact me if you require further information.

Sincerely,
[Your Name]
[Your Title]