

[Your Name]
[Your Job Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the [specific research position] at [Institution/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Institution/Organization], where [he/she/they] [describe your relationship, e.g., as a student, research assistant, etc.].

During this time, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the research position]. [He/She/They] [describe specific contributions, projects, or achievements that highlight the candidate's strengths].

One of the projects that particularly stands out is [specific project or experience], where [Candidate's Name] [describe what the candidate did and the outcomes]. This experience showcases [his/her/their] ability to [mention relevant skills, teamwork, critical thinking, etc.].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses excellent interpersonal skills. [He/She/They] is able to effectively communicate complex ideas and works well in a collaborative environment. [Mention any relevant experiences that show teamwork or leadership.]

I am confident that [Candidate's Name] will be a valuable asset to your research team. [He/She/They] has the passion, dedication, and skills needed to succeed in this position.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights regarding [Candidate's Name].

Sincerely,

[Your Name]
[Your Job Title]
[Your Institution/Organization]