



KRISTU JAYANTI
(DEEMED TO BE UNIVERSITY)
Under Section 3 of UGC Act 1956
A CMI INSTITUTION | BENGALURU | INDIA

CENTRE FOR RESEARCH & DEVELOPMENT

OFFICE OF DOCTORAL RESEARCH

PhD Application Recommendation Letter Template

Note: This template provides general structure for writing recommendation letters for PhD applications. Adapt the content, tone, and emphasis according to your relationship with the candidate, their field of study, and specific program requirements. Use this as a starting framework, not a rigid formula.

Important: Recommendation letters for PhD applications must be written by academic mentors who can assess the candidate's research potential and academic capabilities. Suitable recommenders include faculty members from undergraduate or postgraduate institutions who have taught UG/PG courses to the candidate.

The letter should preferably be written on official institutional letterhead.

Letter Structure

Header

[Name of Referee],

[Title/Position]

[Department/Institution]

[Email] | [Phone]

[Date]

To: Admissions Committee

Re: Recommendation for [Candidate's Name] - PhD Application

Opening Paragraph (50-75 words)

State your relationship to the candidate, duration of association. Briefly mention their standout qualities for PhD study.

Academic Performance & Research Abilities (150-200 words)

Describe academic strengths, research experience, technical skills, and intellectual capabilities.

Personal Qualities & Work Characteristics (100-150 words)

Highlight attributes essential for doctoral success: work ethic, independence, collaboration skills, persistence, and communication abilities.

Program Fit & Final Recommendation (75-100 words)

Comment on suitability for doctoral study and potential contributions to the field.

Sincerely,

[Signature]

[Typed Name & Title]