

Less formal, friendly recommendation tone

Subject: Reference for [Applicant Name]

Hello [Admissions Committee],

I am happy to recommend [Applicant Name] for the PhD program in [Field] at [University Name]. I have worked with them closely on [Project/Research] and have always been impressed by their dedication, creativity, and ability to solve complex problems.

I have no doubt they will be an asset to your program and contribute positively to the research community.

Best,

[Your Name]

[Position]

[Institution]

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