LETTER OF RECOMMENDATION

[Date]

To whom it may concern:

It is a pleasure to write a letter of recommendation for my dear friend, [Name] with regard to her application for her graduate degree in [Field of Study]. I have known her for [N] years both as a colleague and a close friend. I was first introduced to her when we both attended a [Conference, seminar, symposium, and etc.] in [State] [N] years ago.

[Friend’s name] is one of the most remarkable people I have had the honor to know personally and professionally. She is very disciplined and focused in her work. I had the privilege of working with her in one of the studies she completed for her undergraduate thesis. Her ability to work efficiently even under very stressful conditions, especially when we were out in the field doing our sampling, is one of the things that I admire about her.

Aside from her dedication to her work, she is also very kind and warm toward other people. She has an admirable compassion for animals - something that I personally think should be a biologist’s natural character toward all living things. I strongly believe that she would be an invaluable addition to your graduate program.

Sincerely,

[Name]

[Designation, Organization]