Dear Selection Committee,

I am writing to recommend Mr. Smith for your program. I know Mr. Smith because he worked in my lab for one summer. Mr. Smith was given a project to work on. He was in the lab the amount of time required by the program that was funding him. He was diligent in his work, and he completed all assignments. I met with him regularly to detail the work that needed to be completed. Mr. Smith is a personable young person, and it was a pleasure to have him in the lab. In summary, I recommend Mr. Smith for your program.

Sincerely,

Richard Hughes,

Ph.D. Assistant Professor