

(To be printed on the letterhead and signed by the referee with his/her seal.)

Format of Recommendation Letter

To:
The Selection Committee,
Department of Chemistry,
IIT Indore.

Date: _____

I am writing this letter of recommendation for _____ (**Applicant's Name**) who has applied for the PhD Program of the Chemistry Department at IIT Indore.

Details of Referee	
Name	
Position and department	
Institute/university	
Email ID and Telephone/Mobile No.	

Comments on Applicant's attributes	
In what capacity do you know the applicant?	
How long have you known the applicant?	
Please comment on the subject/specialization knowledge of the applicant.	
How would you characterize the applicant's field of expertise?	
Please comment on the relevant elements in relation to the applicant's research. (If applicable)	
Please comment on the applicant's ability to work both independently and as part of a team.	
Please comment on the general character of the applicant.	
Please comment on any special attributes the referee may have noticed about the applicant on a personal level.	
Please comment on the applicant's major abilities, strengths, and weaknesses.	
Please comment on the applicant's ability to communicate in English.	
Please comment on your assessment of the applicant's potential or suitability for the PhD program in Chemistry.	
Please provide any other comments that would help the committee decide on the applicant's suitability for the PhD program.	

Please contact me if you need any further information.

Date:

Name of Referee:

Place:

Signature and seal