

Format of Recommendation Letter

(To be printed on the letterhead and signed by the referee with his/her seal. The letter should be issued to the applicant in a sealed envelope to maintain its authenticity and confidentiality. Please use two pages if required.)

To:

Date: DD/MM/YY

The Selection Committee

Department of _____

IIT Indore

I am writing this letter of recommendation for **Mr/Ms. Full name of the applicant** who has applied for the PhD Program of ME Discipline 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 alone and in a team.	
Please comment on general character of the applicant.	
Please comment on the special attributes that the referee may have noticed in the applicant at 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 on the applicant's potential or suitability to the PhD program in Mechanical Engineering.	
Please provide any other comment that would help the committee to make decision on applicant's suitability for the PhD program.	

Please contact me if you need any further information.

Date:
of Referee:

Name

Place:
Signature and seal