**Template letter of reference**

**To:**

**Place and Date:**

Dear Prof…….,

I undersigned ….. current ….. at ….. with over ….. years of experience in the field of ……..,. personally know …. because …..*.*  It is therefore my pleasure to recommend **him/her** for undertaking a doctoral/PhD course at your university.

*Contents of the reference letter to be inserted.*

If you need further information on the candidate, I am at your full disposal and available at …….

Yours sincerely,

***Name, date, signature***