

September XX, 202X

Dear Members of the GSC Research Grant Committee,

I am writing to express my very highest recommendation for Ms. Jane Smith to apply for the GSC Research Grants to support her research. Ms. Smith is a X-year graduate student in my laboratory (XXXX Laboratory) who is working on collecting her own data toward her PhD in XYZ major.

Ms. Smith has put significant time, effort, and thought into her project, “THE TITLE OF THE APPLICANT’S RESEARCH PROJECT”. This study will help answer unanswered questions on the [MAINLY THE SIGNIFICANCE OF THE RESEARCH]. The receipt of this award will allow her to have funding for recruitment and to create a gift card reimbursement raffle, which will greatly enhance her ability to recruit a large sample size for this very important research.

If I can answer any additional questions about Ms. Smith and her project, please do not hesitate to contact me.

Sincerely,

[SIGNATURE of the Department Chair, Director of Graduate Studies, or
Dissertation/Thesis director]

[Professor’s contact information]