

LOR for Engineering: Format Template

Parameter	Rule
Length	400 to 500 words, one page, 4 to 5 paragraphs
Presentation	Institution letterhead, signature, 11 to 12 pt professional font
Submission	By the recommender, directly via the university portal
Verification	Designation, institutional email and phone must appear

Paragraph 1: The Relationship

State who the recommender is, the course or project supervised, and for how long. Establish the capacity to judge before any praise appears.

Paragraphs 2 to 3: The Technical Evidence

Give two or three specific incidents: a lab problem solved, a design project led, a tool or method mastered ahead of the cohort. Name the project, the applicant's exact contribution and the outcome. Adjectives without incidents carry no weight.

Paragraph 4: Potential and Fit

Place the applicant against past students honestly and connect their strengths to the target program's demands.

Closing: The Endorsement

An explicit recommendation, then the signature block: full name, designation, department, institution, institutional email and phone.

Checklist Before Sending

One page only. No repeated CV lines. Distinct voice from other letters in the file. Sent 6 to 8 weeks before the deadline. Submitted by the recommender, never the applicant.

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