SAMPLE

May 22, 2024

Admissions Office

University of Excellence
456 Scholar Lane
Academia City, CA 94016
Dear Admissions Committee,

Re: Confirmation of Supervision for PhD Applicant

I am writing to confirm that John Doe has been accepted as a PhD candidate in the Department of Computer Science at University of Excellence, under my supervision. John Doe will commence their doctoral studies on September 1, 2024.

John Doe has shown a strong academic background and exceptional research potential, making them a suitable candidate for our PhD program. Their research will focus on the development of advanced machine learning algorithms for big data analysis, which aligns well with my expertise and the research objectives of our department.

As their primary supervisor, my responsibilities will include:

- Providing academic guidance and support throughout the duration of their PhD program
- Assisting in the development and refinement of their research proposal and methodology
- Facilitating access to necessary resources and research facilities
- Monitoring their progress and providing regular feedback on their work
- Supporting their professional development and integration into the academic community
- Assisting in the preparation and submission of their dissertation

We are excited to welcome {applicant_name} to our research community and are confident that their contributions will be valuable to our ongoing research endeavors. If you require any additional information, please feel free to contact me.

Yours sincerely,

Dr. James Acton

Professor of Computer Science

Department of Computer Science

University of Excellence

041400000

james@universityofexcellence.edu