

## Sample Verification Letter

### IFTSA Competitions

All items highlighted in yellow should be edited. This header should be removed.

**[Letters should be placed on Official University Letterhead]**

[Name]

[Title]

[Institution]

[Address]

[City, State/Province Postal Code]

[Phone]

[Email]

[Date]

Dear selection committee,

#### **[For Product Development Competitions]**

It is my pleasure to verify that the team of students from [Institution] have met all the requirements for participating in the [Name of IFTSA Competition]. Their product/paper, [Name of product/paper], is made from [general ingredients] and was developed entirely by them. I, along with other professors and students in the Department, was consulted on the project but did not contribute to the project. The students used ingredients samples from [number] ingredient suppliers, but did not rely upon external technical support during the development process.

The students from this team are excited to have had the opportunity to develop this product, and it is my pleasure to recommend them for participation in this year's competition. Should you have any concerns or questions regarding the team of students or their product, please do not hesitate to contact me at the number above.

#### **[For Research Competitions]**

It is my pleasure to verify that [student's name] has met all the requirements for participating in the [competition name] while working as a student in my lab. [Student's name] research on the [description of research] has been conducted independently and [student] has received little guidance from myself or other graduate students in my research group. [Student] and I designed the experiment together, but all results were gathered and analyzed by [pronoun] alone. [Name] has excelled as a student researcher and is excited to present research to the IFT community.

I hereby recommend [name] for participation in this year's [competition name]. [Pronoun] has excelled as a researcher and has conducted exemplary independent research. Should you have any concerns or questions, please contact me at the number above.

Sincerely,

[Signature]

[Name]