

Professional Letters of Recommendation for Graduate School

Michael Brown

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July 7, 2024

Dr. Susan Lee

Director of Operations

Tech Innovators Corp.

123 Innovation Lane

Townsville, TX 67890

Dear Dr. Lee,

I hope this message finds you well. My name is Michael Brown, and I am writing to request your support in writing a letter of recommendation for my application to the Master's Program in Computer Science at University of Texas.

During my time at Tech Innovators Corp., I had the pleasure of working under your supervision on the Quantum Computing Project. Your guidance and insights significantly contributed to my professional growth and have inspired me to pursue further studies in computer science.

I am particularly interested in the advanced research opportunities and specialized courses offered by the Master's Program at the University of Texas. I believe that my

experiences and professional background make me a strong candidate for this program. I am confident that your recommendation would provide valuable insight into my qualifications and dedication.

I would be grateful if you could address the following points in your letter:

- My performance and contributions at Tech Innovators Corp.
- Specific projects or tasks where I demonstrated significant skills or knowledge.
- My ability to work independently and as part of a team.
- Any other observations that you feel would strengthen my application.

The deadline for submission is August 15, 2024. The letter can be submitted online through the University of Texas application portal or mailed to the admissions office at:

Graduate Admissions Office
University of Texas
321 University Road
Austin, TX 73301

I have attached my resume and statement of purpose for your reference.

Thank you very much for considering my request. I understand that writing a letter of recommendation is a significant commitment, and I greatly appreciate your time and effort. If you need any additional information, please do not hesitate to contact me.

Sincerely,

Michael Brown