

# **Short Recommendation** **Letter For Student**

**Michael Johnson**

**Project Lead**

**Innovatech Solutions**

**5678 Progress Lane**

**Austin, TX, 73301**

**michael.johnson@innovatech.com**

**(555) 987-6543**

**June 28, 2024**

**Dr. Sarah Williams**

**Dean of Admissions**

**ABC University**

**7890 Campus Drive**

**Austin, TX, 73301**

Dear Dr. Williams,

I am pleased to recommend Emily Davis for the Data Science Master's Program at ABC University. Emily worked as a Data Analyst at Innovatech Solutions for the past two years, and she has been an invaluable asset to our team.

Emily has consistently demonstrated exceptional analytical skills and a strong work ethic. She played a key role in the development of our data processing system, significantly improving its accuracy. Her problem-solving abilities, attention to detail, and ability to work both independently and as part of a team are commendable.

Emily is also known for her excellent interpersonal skills and positive attitude. She is highly regarded by her colleagues and always willing to assist others. I am confident that Emily will excel in your program and make significant contributions.

Please feel free to contact me at (555) 987-6543 or [michael.johnson@innovatech.com](mailto:michael.johnson@innovatech.com) if you need further information.

Sincerely,

**Michael Johnson**

Project Lead

Innovatech Solutions