

Recommendation Statement

June 25, 2024

Dr. Jane Williams
Admissions Committee
University of Example
1234 Academic Avenue
City, State ZIP Code

Dear Dr. Williams,

I am pleased to write this letter in strong support of **Alex Johnson** for admission to your esteemed graduate program. As Alex's supervisor during his internship at ExampleTech, I have had the privilege to witness his professional growth, commitment, and enthusiasm for learning.

During his time at ExampleTech, Alex consistently demonstrated analytical thinking, reliability, and outstanding teamwork. He led a critical project to optimize our internal data processes, resulting in a measurable improvement in workflow efficiency.

Alex's integrity, proactive attitude, and excellent communication skills have set him apart from peers. I am confident that he will be a valuable addition to your program and strongly recommend him for admission.

Please feel free to contact me if you need further information.

Sincerely,

Margaret Lee
Senior Data Analyst
ExampleTech Inc.
Email: margaret.lee@example.com
Phone: (123) 456-7890

Important Notes

- Be concise, specific, and honest in your assessment.
- Include concrete examples to support your recommendation.
- Tailor the statement to the position, program, or person receiving the recommendation.
- Keep the tone professional and positive unless specifically asked for critical feedback.
- Proofread for clarity, grammar, and accuracy before sending.