Date : 22nd August 2017

**TO WHOMSOEVER IT MAY CONCERN**

I am pleased to write this recommendation letter for Ms. Radha Goradia for articleship at your esteemed organisation. Radha has been my student for more than a year now, studying Bachelor of Commerce at Narsee Monjee College of Commerce and Economics.

With this recommendation letter I would like to put to your notice that Radha has excellent written and verbal communication skills. She is extremely organised and punctual. She can work under stressful conditions and yet deliver precise results. Her observational and analytical skills add value to project discussions. She can work independently but at the same time, she is a strong team player. She is always ready to assist her peers and solve their difficulties without any hesitation on her part.

I am sure that she would prove to be an invaluable employee to your organisation. Please let me know if you know if you have any further questions.

I wish Radha the very best in future.

Dr. Mukhta Manoj Jacob

HOD, Business Communication