Date : 22nd August 2017

**TO WHOMSOEVER IT MAY CONCERN**

I am pleased to write this recommendation letter for Mr. Shreyash Holani for articleship at your esteemed organisation. Shreyash 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 Shreyash has excellent written and verbal communication skills. He is extremely organised and punctual. He can work under stressful conditions and yet deliver precise results. His observational and analytical skills add value to project discussions. He can work independently but at the same time, he is a strong team player. He is always ready to assist his peers and solve their difficulties without any hesitation on his part.

I am sure that he 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 Shreyash the very best in future.

Dr. Muktha Manoj Jacob

HOD, Business Communication