

December 11, 2020

Letter of Recommendation

Based on your exemplary participation in the Riipen project, I am pleased to provide this letter of recommendation. This project matched our Business Communication class with Rize, a non-profit arts organization seeking consultation regarding its business communication practices. Through this project, you were provided an opportunity to complete a graded writing assignment while applying your writing and research skills in a real world context. Specifically, you were asked to provide researched strategies to address specific communication challenges identified by the Rize founder.

While all students completed the Recommendations Report as a graded assignment, only the five strongest reports were forwarded to Rize, yours being one of them! These five reports included the following characteristics:

- Critical analysis of the Rize communication context
- Researched strategies
- Relevant, feasible, insightful recommendations
- Exemplary writing skills
- Professional tone

In addition to the quality of the report itself, your completion of the assignment during a compressed 10-week term also demonstrated your professionalism, including attention to detail and time management skills.

I have every confidence that your future endeavors will yield the same positive results.

Kind regards,



Julie Deimert
Instructor, Business Communication
General Studies
