

College of Business

Small Business Institute®

Small Business Institute® Journal

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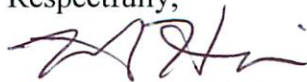
Dear Mr. and Mrs. Breedlove:

First, please allow me to introduce myself. My name is Michael Harris, and I am a professor in the Department of Management at East Carolina University. My primary teaching area is entrepreneurship and small business management, as well as serving as the director of the Small Business Institute® (SBI) in the College of Business. I was fortunate to have Shannon in my Small Business Management course this fall semester and I am writing to make you aware of her outstanding work in my class.

In this particular course, Shannon and her teammates served as consultants to a local small business. The team was responsible for analyzing the operations of the business and providing the client with detailed recommendations to resolve the most pressing issues. Her team produced a thorough consulting report with creative recommendations, and her invaluable contribution earned Shannon an “A” in the class. In fact, her team’s work was so impressive that I am strongly considering submitting their report for the National Small Business Institute® Case Competition. I want you to know that Shannon’s knowledge and work ethic placed her in a leadership role within the team. In addition, she received a high peer evaluation grade from her teammates, which is a testament to her ability to work with others to produce quality results.

It was a true pleasure to work with Shannon, and I am very proud of her accomplishments. While I hope that we at ECU have helped with her professional development, it’s obvious that the vast majority of credit goes to her supportive family and her own hard work and determination. Thank you for the opportunity to work with Shannon, and please know that she has made a lasting impression on me and the client she served this semester. I am very excited about Shannon’s future, and know she will be very successful in any endeavor she chooses to pursue.

Respectfully,



Dr. Michael Harris, Associate Professor  
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