



## **CHAIR IN E-BUSINESS**

### **Letter of Recommendation**

For an Letter of Recommendation (LoR)\* we need the following information via E-Mail:

- ▶ a short CV
- ▶ grade overview
- ▶ When was your first lecture at the E-Business Chair?
- ▶ Until when do you need the LoR?
- ▶ What is the LoR for?
- ▶ information and requirements needed for writing the LoR (please attach websites, forms , etc.)

We will usually contact you within 4 weeks.

\*We generally write LoR only for academic purposes (e.g. admission for academic programs) and (national or international) internships related to the study program.