

# Commure

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376 Brannan Street  
San Francisco, CA 94107

March 11, 2019

Re: Michael Tsay


Dear Sir or Madam:

I am writing this letter of recommendation for Michael Tsay, who recently worked with us to plan out our new Boston office, and deliver a move-in ready office in 11 days. In a very short period of time, he put together floorplan/design documents, sourced the furniture, placed the orders, and oversaw the delivery/assembly. In addition, he coordinated all of the vendors associated with our new building, and made sure all of the little details were in place before he left, including kitchen supplies, audio/video all hooked up, plants, etc.

Every step of the way, his incredible organization and exemplary communication with Tony (the Boston team lead), and myself (SF office manager), was amazing. He made sure we were never in the dark about any of the details, yet handled them all himself, which is quite a feat in such a short time frame!

I highly recommend Michael as a project manager specializing in design and organization, with a capacity to handle tight time frames and “think outside the box” as needed, all with a great sense of humor. Would love to work with him again!

Thank you,



Erin Rosenblatt  
Office Manager  
503.680.1119