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June 7, 1998

To Whom It May Concern:

This is a personal recommendation for Victoria L. Lenhardt. Due to unforeseen circumstances, we are no longer able to retain Victoria's services. I highly regret this situation as we had a good partnership.

In the four months that Victoria has been with us she has accomplished a great deal. Her work performance is exceptional. She has brought organization to our office, establishing procedures for all facets of the office environment, including guidelines for order processing and implementing an efficient filing system. Victoria has also managed to obtain refund credits from various vendors whose services has been less than expected.

Victoria has learned our business very quickly and with her versatile background has been pro-active in meeting our particular needs.

Victoria is a dedicated, loyal, hard worker and I highly recommend her for any Office Management position. I believe she would be an asset to any company that retains her services.

Sincerely,

Mike Brown  
Vice-President

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