

March 11, 2016

Dear Madam or Sir:

I'm happy to serve as a personal reference for my friend Stephanie Reiswig-Martinez.

Stephanie and I worked together for a few years. In our time as colleagues I found her to be upbeat, cooperative, and a collaborative partner. She consistently demonstrated a great attitude and personal warmth.

I also relied upon Stephanie for assistance with my personal taxes and found her to be knowledgeable and happy to help. She is the kind of person who will be happy to do a favor for someone, not as an investment, but simply as an act of kindness.

Because of her genuine like for others and her service-oriented personality, I view her as an excellent client relations professional.

If you get to know her, I think you'll find her to be a kind and intelligent person.

Sincerely,

A handwritten signature in black ink that reads "Kevin Smith-Fagan". The signature is written in a cursive style with a long horizontal flourish at the end.

Kevin Smith-Fagan