

JSV International Assistant Service

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Congratulations Letter

Sender's Company + Address:

JSV International Assistant Service
Jana Svihlova
Jaroslava Foglara 1330/4
Prague 5, 155 00
Czech Republic

Date:

15th November 2012

Full name and Company of Recipient :

Ms. Susan Smith
Supervisor of Product Development
Pet Supply Provider, Inc.
472 Canine Road
Los Angeles, California 90002

Dear Mrs. Smith, / Dear Mr. Smith, / Dear Ms. Smith,

On behalf of everyone here at Deerwood Resorts Ltd., I would like to sincerely congratulate you on your recent graduation from Mountain State University with your M.B.A. (Marketing).

I must say that I was not surprised to read of your success in the newspaper. During your first of four summers as an employee at our Lakeland Family Resort I noted how bright you are and how you have a very quick mind for business. Combine those attributes with your relentless work ethic and commitment to quality customer service, and it is obvious that you have a wide-open future ahead of you. I can only hope that your experience working with us contributed in some small way to your success.

On behalf of the management and staff at Deerwood Resorts I wish you all the best in your future career and life endeavors, whatever they may be.

Yours sincerely,

Jana Svihlova
Executive Director