



**Rosemary Green Limited**  
Human Resources and Employment Relations

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Karen Raisbury  
Adminisme  
Windward, The Row  
West Dereham  
King's Lynn PE33 9RH

Dear Karen

I would like to express my thanks for the excellent job you have done in compiling a database from my rather large file of business cards. This was a job I had previously given to my daughter to keep her boredom at bay over the Christmas holidays; however she gave up half way through the alphabet, leaving the file unfinished on my desk.

There it stayed until you joined BNI and I realised that I finally had a solution to my problem. You executed the task speedily, without fuss, and with 100% accuracy. These important contacts are now in an excel spreadsheet and can be easily updated by me. Many thanks again for doing this important job for me. I can heartily recommend your services and would have no hesitation in recommending you to any business requiring an accurate, speedy and confidential administration service.

Yours sincerely

Rosemary Green