

Dear Robin,

As our work together concludes, we wanted to be sure to tell you how much we appreciated your efforts on our behalf. As a not-for-profit agency with a small staff, the prospect of designing, building, furnishing, equipping, and moving into our new headquarters was pretty overwhelming. Thanks to your superb organizational skills, your extensive experience, and your network of contacts and vendors, the end product is even better and more attractive than we could have imagined...and the project was completed on time and on budget.

Our staff truly enjoyed the experience of working with you. You were unfailingly gracious and friendly to everyone here, but you were also tireless in seeking the best deal at the highest quality for us from all of our suppliers and contractors, and you had a no-nonsense approach that helped us make even tough decisions with a minimum of fuss and confusion.

As you know, we signed a very long-term lease for this space, so we won't need a move coordinator again ourselves for quite some time but we hope you won't hesitate to use us as a reference with potential clients of your very effective services. We are the kind of satisfied customers you can quote on your website anytime!

Thank you again, Robin, for all you have done for JESNA.

Warmest regards,

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