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Mr. Chad Ebbert  
General Manager  
Precision Painting  
P O Box 313  
Urbana, IL 61803

Dear Chad:

In your recent letter you reminded me of my commitment to you for writing a reference letter concerned with the staining and making minor repairs on the outside of my house at the address above. I am pleased to do so.


First, your management of the project was exemplary from the initial contact, through the bidding process to the completion of the job. Your relaxed, friendly attitude was appreciated. Your suggestions of how to make minor repairs on the siding and other items was big help for me in making my decision to go with Precision Painting.

Second, the two men that you assigned to the project were good workers, efficient and personable. They completed the work in good time, doing a thorough job – not rushing and making errors.

Finally, I was pleased with the job done. Several of my neighbors have complimented me on how well the house looks.

Best of luck with your future endeavors.

Sincerely,

  
James B. Sinclair