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India  
Contact number: 98200 65975

A Third Arm  
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Oceanside, California

2 July 2004

Dear Regina,

I am writing to compliment the recent service I received from you and your virtual assistant company, A Third Arm.

It was very reassuring to be able to discuss via e-mail the requirements for my project and then send soft copy off to you and find waiting for me the next business day the required information.

Your responsiveness and professional approach took the "heat" off me and allowed me to meet my customer demands in a professional and timely manner.

I am sure you know that operating as an individual can be difficult and challenging and knowing now that I have a virtual assistant I can count on has been a real help in letting me continue to search clients and new business opportunities.

I just wanted you to know the value I find in our relationship and in your professional approach to business.

Sincerely,

Nina E. Woodard  
Director, Western Region

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