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Dear Dianne,

I am writing to thank you for the excellent service you provided with regard to my recent research. As you are no doubt aware, a large part of my work involves what is often very specialised and confidential data. In that regard it is essential that I have reliable administrative/secretarial support. Further, while careful planning is very useful there are invariably times when things have to be completed at the last minute. This was indeed the case with my most recent study. Thus, the fact that you were able to 'step in' at the very last moment **and** provide such a professional service is indeed highly commendable.

I am currently working on what is likely to be a larger study and will most certainly be coming to you for further assistance. Moreover, while I am generally somewhat cautious about giving recommendations I have no concerns at all about recommending you to my colleagues or indeed anyone requiring a professional and confidential service.

Best Regards

Dr. Jules Richardson

