



**Mr. Jango D Bastamande**

Manager/Director  
Client Address 12345

Dear Mr. Jango ,

On behalf of the sourcing team of First GPRS, we are pleased to endorse to you Ms. Maria Linda L Serat ("Maria") for your Bi-Lingual English-Cantonese requirement. Maria is a product of the University of the East. She can speak fluent English as her primary language and conversational Filipino as a minor.

We trust that given her background and relevant experience, Maria would be an asset to ACS XEROX. We have scheduled her screening with you on Aug 21,2013. Kindly extend her the assistance that she will need. Please contact me if I can provide any further details. I can be reached at 09160000000.

Sincerely,

SGD.

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Mon Alvin Tuyays  
First GPRS Inc.