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**Subject:**

NOTE OF APPRECIATION

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**From:** Gina Tan [[mailto:alanong\\_ginatan@yahoo.com](mailto:alanong_ginatan@yahoo.com)]

**Sent:** Friday, 29 August 2014 1:48 PM

**To:** Jane S Tupinio <[jane@starsbuilder.com.sg](mailto:jane@starsbuilder.com.sg)>; Tiongwee <[alanong78@yahoo.com](mailto:alanong78@yahoo.com)>

**Cc:** 'Shaun' <[shaun.tan@starsbuilder.com.sg](mailto:shaun.tan@starsbuilder.com.sg)>; 'Low Kim Fatt' <[lowkf@starsbuilder.com.sg](mailto:lowkf@starsbuilder.com.sg)>; 'Stars Alen' <[alencv@starsbuilder.com.sg](mailto:alencv@starsbuilder.com.sg)>; 'Khor Xin Yee' <[accounts@starsbuilder.com.sg](mailto:accounts@starsbuilder.com.sg)>; 'Tan Wei Jian' <[wj.tan@starsbuilder.com.sg](mailto:wj.tan@starsbuilder.com.sg)>

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Dear Mr Low Kim Fatt,

We want to write a note to express our appreciation for the work done in our place by your company via your good self.

Even though our project is a very small job, you showed your professionalism by visiting our place on few occasions to give us your valuable suggestions. When a mistake inadvertently occurred, you came down to assess it and ordered the rectification works immediately. Overall, the completed work was done well.

Thank you once again for your professionalism!

Wishing you and your company, continual success to new and greater heights.

Best regards,  
Alan and Gina Ong