



14 July, 2017

Mr Pooi Fung Ching A.D.
Senior Project Manager
Onestop Creative Associate Pte Ltd
114 Lavender Street #06-88/89
CT Hub 2
Singapore 338729

RE: LETTER OF APPRECIATION

Dear A.D.,

We are writing this letter to extend our appreciation towards your performance in our office renovation.

Despite having a tight timeline and joining the project halfway, you managed to complete it on schedule.

Even though there were some issues during the renovation period, you are calm and patient in handling those issues. We also appreciate your knowledge of the renovation and remarkable problem-solving abilities.

Your professional attitude of dealing with our expectations deserves an appreciation

Thank you once again for your relentless effort and commitments towards our project.

Your Sincerely

Bill Low
Vice President, Finance
Oakwood Asia Pacific Ltd