

Date: March 24, 2016

**Revlon- Corporate Travel Department**

4160 Woodcock Drive  
Jacksonville, Florida 32207

From: Cindy Basamot

To Whom It May Concern:

**Subject: Letter of Recommendation for Kay Maxwell**

I've worked with Kenyatta Maxwell in the past 3 years at Revlon and she has always impressed me with her passionate and focused drive to create and expand the visibility of our brands. Ms. Maxwell is a hard-working young woman who understands the aims and outcomes of a project from the beginning and is effective in seeing these aims through, always completing them on time.

She is a resourceful and dynamic leader who functions very well in fast paced environment. Also, Kay is friendly and gets along with her colleagues. She is highly respected, both personally and professionally.

**It is therefore with pleasure I recommend Kay Maxwell for a position with your company.**

**Yours Faithfully,**



**Cindy Basamot**

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