

# Character Reference Letter for Notary Public

From,  
Frederick Villalpando  
79 White Pine Lane  
Culpeper, VA 22701

Date:3/02/2005

Dear Mr Frost,

Kelvin Kelly has been reporting to me in the position of insurance sales agent for the past one and a half years. I have worked closely with kelvin and I believe I am suited to comment on his performance and abilities.

Kelvin was responsible for marketing different insurance products for the company which included both corporate and personal packages. He sourced for new clients, described the features of each product and assisted them in filling applications. Kelvin was also in charge of ensuring that payments are received and any reimbursements are paid.

Kelvin is knowledgeable in sales and marketing and has exhibited the ability to influence potential customers to purchase a product and to promote the company products at the corporate level. I am impressed by Kelvin's work and I would describe her as a creative and hardworking salesperson.

I believe Kelvin will be valuable to any employer. For more information please feel free to contact me.

Sincerely,  
Frederick Villalpando