



Letter of Recommendation

1 message

Tonya <tln826@yahoo.com>
To: LadyLuckyOne23@gmail.com <LadyLuckyOne23@gmail.com>

Fri, Mar 20, 2026 at 7:08 AM

To Whom It May Concern,

I am pleased to write this letter of recommendation for Melissa Keele, who has served as an Accounts Receivable Clerk on our team. During her time with us, Melissa has consistently demonstrated a strong work ethic, exceptional reliability, and a proactive approach to their responsibilities.

One of Melissa's most notable qualities is her dedication. She is someone who can always be counted on—rarely taking time off and maintaining a steady, dependable presence that supports the entire team. Her commitment ensures that critical accounts receivable processes run smoothly and deadlines are consistently met without compromise.

In addition to her reliability, Melissa is always willing to step up and take on new projects. Whether it involves improving existing workflows, assisting with cross-departmental initiatives, or handling complex account issues, she approaches every task with enthusiasm and professionalism. Her adaptability and eagerness to contribute beyond her core responsibilities have made a meaningful impact on our operations.

Overall, Melissa is a dedicated and hardworking professional who would be a valuable asset to any organization. I highly recommend her without reservation.

If you require any additional information, please feel free to contact me.

Sincerely,
Tonya Nelson
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