



Concrete Cashmere Ltd.
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April 15th, 2025

To Whom It May Concern

Recommendation for Jenny Co, Accounting Manager

It is with sincere appreciation and highest regard that I write this letter of recommendation for Jenny Co, who served as the Accounting Manager at Concrete Cashmere Ltd. from July 22nd, 2019, until her recent departure. While we are deeply saddened to see her leave, we are immensely grateful for her many contributions to our organization over the past several years.

From the outset of her tenure, Jenny brought structure, professionalism, and clarity to our financial operations. She was instrumental in organizing our books and implementing sound accounting practices, laying a solid foundation for the company's continued growth. Her integrity, discretion, and conscientious approach to her work earned our complete trust, and she has consistently demonstrated the utmost care and commitment in one of the most critical roles within the organization.

Throughout her time with us, Jenny not only managed but also significantly improved processes in the following key areas:

- Accounts Payable (AP)
- Accounts Receivable (AR)
- Banking and Account Reconciliations
- Project Accounting
- Work In Progress Accounting
- Staff Reimbursements
- Payroll
- Sales Tax Filings
- Various compliance requirements
- Financial Reporting and Analysis
- Year-End Filing Support

Her contributions have brought tremendous value to our team, streamlining our operations and ensuring we remained compliant, organized, and financially healthy. Her commitment to delivering exceptional work - always with the best intentions for the business - will be remembered and appreciated for years to come.

Beyond her professional capabilities, Jenny has been a joy to work with. The close relationship we've built over the years is something I will always cherish. While we understand that the changes in our organization no longer align with her goals, we wholeheartedly support her next chapter and wish her nothing but success and happiness.

We highly recommend Jenny Co without reservation. Any organization would be fortunate to have her as part of their team.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Zhang", written over a thin, light-colored line.

Jennifer Zhang
CEO and Founder
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