

02 March 2009

**To whom It May Concern**

Dear Sir/Madam

**Job Reference – Ms Janet Leeson**

Ms Leeson has worked for the school for 9 weeks on a voluntary basis as a Court Trial Reporter. This was a field assignment requiring her to attend various criminal court trials on behalf of the school. Her work assignment required her to provide the school with specific details of the hearings. Her reports were clear, concise, and helpful.

She has shown herself to be hard working, conscientious and able to take the initiative. We are confident that Ms Leeson will be an asset to any company she works for.

Yours faithfully,

*Celsa Teixeira*

Celsa Teixeira  
(Training Supervisor)

[www.saslawcourses.org](http://www.saslawcourses.org)  
[enquiry@saslawschool.org.uk](mailto:enquiry@saslawschool.org.uk)

Tel : 020 7436 3397  
Fax : 020 7580 2043

404 Albany House  
324-326 Regent Street  
London W1B 3HH