



Wendy Latham <lathamtransactioncoordinating@gmail.com>

Penny: Letter of Recommendation

1 message

Penny Villanueva <pennyvilla75@gmail.com>

Sat, Mar 15, 2025 at 10:17 AM

To: Wendy Latham <lathamtransactioncoordinating@gmail.com>

From: **Barbara Moseby** <bmoseby6@gmail.com>

Date: Sat, Mar 15, 2025 at 12:22 AM

Subject: Urgent: Letter of Recommendation

To: Penny Villanueva <pennyvilla75@gmail.com>

March 13, 2025

To Whom It May Concern,

My name is Barbara Moseby, Broker /Owner of MoseyOnHome Realty Real Estate and I am honored to write this letter of recommendation for Miss. Penny Villanueva. I have had the pleasure of working with Miss. Villanueva in the capacity as a Transaction Coordinator with several Brokerage firms to now include my own over the past 10 years! I can confidently say that she is an exceptional Transaction Coordinator.

Miss. Villanueva consistently demonstrates remarkable attention to detail, excellent organizational skills, and a deep understanding of the real estate transaction process. She has an innate ability to manage multiple contracts simultaneously while ensuring all deadlines are met and paperwork is completed accurately and efficiently.

One of her greatest strengths and attributes is that she is very proactive in communication. Miss. Villanueva keeps all parties informed throughout the transaction, including agents, clients, lenders, and escrow officers. She is always available to address any concerns and resolve issues swiftly, ensuring a seamless closing process.

Beyond technical expertise, Miss. Villanueva brings a positive and professional attitude to every transaction. She is dependable, resourceful, and highly committed to providing top-tier service. Her contributions have been instrumental in keeping transactions on track and ensuring client satisfaction and Agents as well...

If you're looking for a top notch TC, I wholeheartedly recommend Miss. Penny Villanueva. She would be an asset to any team, and I am confident she will continue to excel in this dynamic career.

Please feel free to contact me at 916-476-7955 if you require any further information.

Sincerely,

Barbara Moseby-Broker/Owner

MoseyOnHome Realty Real Estate

DRE# 01804056