



Letter of Recommendation

February 28, 2023

To Whom It May Concern:

We strongly recommend Wendy Latham of Latham Transaction Coordinating, an Independent Transaction Coordinating Company, for a Transaction Coordinator role at your brokerage.

Wendy has been invaluable to Premier Diamond Realty. We continue to get our clients to the closing table on time, and Wendy's support is an essential part of all aspects of the "contract to close" process in which we are successful 99%. She oversees the vital functions of every transaction, such as document management and communication between the listing and selling agents and the escrow officer, and ensures nothing falls through the cracks. She is meticulously on top of the documentation and is always accurate with everything from start to finish. She keeps our brokerage on track with a high degree of organizational ability.

Communication is her strong suit. She communicates updates about a purchase's progress to relevant individuals and often aims to do so clearly to ensure everyone understands what's occurring.

Wendy and her team will be an extremely positive addition to your organization. If you need any additional information, feel free to contact us.

Best regards,

Suzette Loggins and Chanel Stafford

REALTORS®

Premier Diamond Realty | www.pdiamondrealty.com

Lic. 00993687 | Lic. 01527018 | Off Lic. 01946043

 (530) 341-2944  diamondduopdr@gmail.com