

October 8, 2008

Katie Bauer
Effective Virtual Assistance
PO Box 694
Haymarket, VA 20168

Dear Katie:

As a growing company we understand the need to delegate effectively and hire competent and talented people. When we turned to you and the services of Effective Virtual Assistance in early 2008 we placed a great deal of trust and expectations in you. Serving as an assistant for any firm is challenging work, but even more so is helping sustain the backbone of a growing technology company that is obsessed with quality and attention to detail. Over the many months of working closely with our team you have proven yourself time and again as a consummate professional that has aligned your interests with the success of our organization and the way we operate.

From not only the work you have done for our organization, but from your direct efforts helping me personally organize my time and resources, I have come to view you and your firm not as simply a vendor that sends me a bill from time-to-time but as a trusted resource and critical piece of our organization as we continue to grow and expand. Oftentimes you are acting on our behalf with the outside world and we place significant trust in you to act only with the highest ethical, professional, and practical standards that we abide by everyday. You have consistently followed through and earned that trust with us.

We are very fortunate to have found a great partner that we can grow with and I am confident our relationship will only continue to expand over the coming months and years. With your help we will indeed realize the vision of Cavendo and continue to build a world-class organization.

Anyone considering retaining the services of Katie and her firm are sure to experience the same success and results that Cavendo and I have experienced and I therefore heartily endorse Katie and her firm, Effective Virtual Assistance.

Sincerely,



Jonathan Arehart
President & CEO