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To Whom it May Concern:

I have had the pleasure of knowing Katherine Kingston for eight years. During the years of our acquaintance, I have known Katherine in many capacities. Katherine is my neighbor, and she has been my babysitter since the birth of my first child five years ago. Since that time, she has become the babysitter for my three children. In the eight years, I've known her, Katherine has demonstrated great maturity and creativity.

Katherine is mature beyond her years. She was only eleven when she first became our babysitter, but she was so responsible. Katherine even began a policy of writing a brief summary at the end of each babysitting job, with information on what they did and how each child behaved. She demonstrates an impressive professionalism.

Katherine is also extremely creative. Over the years, she has designed multiple games and art projects for children ranging from newborns to eight-year-olds. One time, in particular, she designed a play, created costumes and a set with our children, and they performed this for us after a week of rehearsing. Not many teenagers have this kind of creativity and take this kind of initiative.

Katherine is an intelligent, capable, dedicated, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Please don't hesitate to contact me (555-555-5555) with any other questions.

Regards,

Jill Johnson