

## Memorandum

**Date:** Tuesday, April 14, 2026  
**Project:** Mark Olvera  
**Subject:** Recommendation

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To whom it may concern,

It is a pleasure to recommend Mark Olvera for your upcoming project. Having worked with Mark as a General Contractor for nearly a decade, we have consistently found his performance to be exemplary. Throughout our long-standing professional relationship, Mark has proven himself to be persistent, reliable, and an exceptional communicator.

He excels at keeping clients informed regarding project timelines and clearly explaining how specific decisions impact the overall construction budget. Furthermore, Mark and his team have demonstrated a consistent ability to deliver results within or under the allocated contingencies.

I highly recommend Mark for any general contracting role and am confident he will bring the same level of dedication and expertise to your project.

Sincerely,



J. Scott Sallis, AIA