



14535 S SUMMIT, OLATHE, KS 66062

Phipper Films, LLC
Shannon Phipps, Producer
14535 S Summit Street
Olathe, KS 66062

April 20, 2020

RE: Alexa Polar, Assistant Director

To Whom It May Concern:

It is with great pleasure that I offer my recommendation for Alexa Polar for the positions of assistant director. Alexa was hired as the First Assistant Director on our project, *Difficult Conversations* in August 2020. Her contribution was beyond my expectations. Not only did she keep the production running smoothly and on schedule, she also was a pleasure with which to work. Her paralegal skills were offered and utilized which put her a few steps above other A.D.s.

Alexa handed over a binder of all documents, contracts, and files at the end of the project. She continued to work with me on a few things even after the production wrapped.

Alexa would be an asset on any project and I highly recommend she be considered a top candidate.

Sincerely,

A handwritten signature in black ink that reads "Shannon Phipps". The signature is written in a cursive, flowing style.

Shannon Phipps
Producer