



Government of the Republic of Trinidad and Tobago
Ministry of Housing and Urban Development

September 19, 2022

Mr. Stephan Magnus Smith
No. 213 Bittern Boulevard,
Maloney Gardens

Dear Mr. Smith,

Congratulations and welcome to the PMEU team. You have been selected to serve in the position of Client Relations Assistant due to the specific skills/abilities/attributes that you possess.

We are looking forward to working with you as we strive towards achieving the objectives of the Inter-American Development Bank (IDB) funded Urban Upgrading and Revitalization Programme (UURP).

We expect the highest professional standards in the performance of your duties, comportment and attire as you serve as a member of the PMCEU team.

Regards,

A handwritten signature in black ink, appearing to read 'Reyes', written over a horizontal line.

Jeffrey A. Reyes
Programme Director
Programme Monitoring Coordinating and Evaluation Unit
Ministry of Housing and Urban Development

Programme Monitoring Coordinating and Evaluation Unit
Level 3, JOBCO Building, #51-55 Frederick Street, Port-of-Spain
The Republic of Trinidad and Tobago, West Indies
Telephone: (868) 623 4663 Ext. 2131/2156/2265 Fax: (868) 624-9664
Website: www.housing.gov.tt email: uurp-idb@housing.gov.tt