

Our Ref.: B0001

Date : 12-13-2023

xxx地址 address

Attn.: ZZZ

Dear ZZZ,

Business Licence and Submission

Shop Unit 1002 COCO of 杏花新城

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Further to the letter(s) issued on 12-13-2023 regarding the captioned matter. It has come to our attention that the "3456363363" of your shop premise will expire on 12-13-2023 and the updated licence has not yet been received.

Pursuant to Clause No22222 of COCO -*Tenancy Agreement / Lease made between us, it was stipulated as "Clause Details 111111". In this connection, you are required to submit a copy of the valid licence to our office for record without further delay. Moreover, please be reminded that consequence222222222 without required licence.

Your prompt action is highly appreciated.

Should you have any queries, please contact our Staff name-zzz at Contact no11111.

Yours sincerely,

For Company Name-zzz

LOGO
預留屋苑