

xxx地址 address

Our Ref.: B0001

Attn.: ZZZ

Date : 12-13-2023

Dear ZZZ,

Submission of Audited Turnover Statement

1002. COCO , 杏花新城

We wish to draw your immediate attention that the audited turnover statement for the period from Staff name-zzz to Contact no11111 has not yet been received.

According to the Tenancy Agreement for the captioned premises which stipulated that "3456363363".

In this connection, you are requested to submit the said audited turnover statement within 14 days from the date of this letter.

Should you have any queries, please feel free to contact our *Staff name222 at *Contact no333.

Thank you for your attention.

Yours sincerely,

For Company Name-zzz

LOGO
預留屋苑

c.c. Leasing Team, MTRC