

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 attention that you are required to submit the audited turnover statement for the period of 12-13-2023.

Pursuant to 3456363363 of the Staff name-zzz of the captioned premises, it is stipulated that "Contact no11111".

In this connection, you are requested to submit the said audited turnover statement on or before \*Before Date111.

Should you have any queries, please feel free to contact our \*Staff name2222 at \*Contact no333.

Thank you for your attention.

Yours sincerely,

For Company Name-zzz

**LOGO**  
**預留屋苑**

c.c. Leasing Team, MTRC