

xxx地址address

Our Ref.: B0001

Attn.: ZZZ

Date : 12-13-2023

Dear ZZZ,

Fire Safety Rectification Works

Shop Unit 1002 COCO of 杏花新城

We refer to the Fire Safety Inspection conducted by our safety consultant on 12-13-2023.

During the inspection, defective items in relation to fire safety require rectification.

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In this regard, we would like to draw your immediate attention to take rectification action promptly. The fire safety audit report is enclosed for your reference. You are also informed to contact our office once the said defects are duly followed.

Should you have any enquiry, please feel free to contact our Staff name-zzz at Contact no11111. Thank you for your kind attention.

Your immediate action on this matter would be much appreciated.

Yours sincerely,

For Company Name-zzz

LOGO
預留屋苑

Photos of Shop No. xxx, (Mall)

(Photo)

(1) Item 1 with description

(Photo)

(2) Item 2 with description