${longDate}

${salutation}

Greetings!

Our company, FPD Asia Property Services, Inc., would like to offer our Property Management Services for **${serviceName}**.

FPD Asia Property Services, Inc. is the pioneer in property management services industry in the Philippines. It was established in 1990 and is currently leader with over 3.5 million square meters gross floor area (GFA) in its managed portfolio. To this date, the company is engaged in over 70 full property management instructions of various properties. We specialize in the management of office/commercial buildings, residential buildings, mixed used developments, manufacturing plants and subdivisions.

The services we offer also include Building Technical Audit, Project Management, Engineering Services, Engineering and Technical Consulting and building Equipment Maintenance.

We would be honored to discuss our competence and expertise in detail with you. For a presentation of our full range of services please contact:

|  |  |
| --- | --- |
| Name: | **${contactName}** |
| Position: | **${contactPosition}** |
| Trunk Line No.: | **${contactTrunklineNo}** |
| Fax No. : | **${contactFaxNo}** |
| E-mail: | **${contactEmail}** |

We are enclosing a copy of our Company profile for your immediate reference. You may also want to visit our website at www.fpdasia.net.

We thank you in advance for the opportunity to be of service to you.

${signatorySignature}

Very truly yours,

**${signatoryName}**

${signatoryPosition}

${signatoryDepartment}