

TO

: All Department Heads

FROM

: AGC FLEET MANAGEMENT

DATE

: June 18, 2024

SUBJECT

: Updated Vehicle Rental Rates for Holidays

Good day,

We are writing to inform you that, effective immediately, we will be implementing additional rates for vehicle rentals during holidays.

Due to increased operational expenses, we must adjust our rental rates accordingly. Please find the updated vehicle rental rates attached.

Thank you for your understanding and attention to this matter.

MARK EDWIN U. ALTURAS
Group Managing Director