

EVENTS & BRAND ACTIVATION

STORE

INTRO LETTER

[www.vertexpro.me](http://www.vertexpro.me/)

98 Sen. Gil Puyat Ave, Makati, PH

{dateToday}April 12, (DATE)

{storeBranch} (STORE, BRANCH)

{address}

***To whom it may concern,***

This is to request for your permission to allow our assigned personnel below from VERTEXPRO INC. to have a *3-day duty on* ***{dateStart} – {dateEnd}*** in your prestigious store for our Client – {clientName} (CLIENT)

|  |  |  |
| --- | --- | --- |
| NAME | FUNCTION | TIME |
| <<userName>> | <<userRole>> | {timeStart}-{timeEnd} |

We strongly believed that they can add value and will be efficient to perform their daily duties in the establishment for the said event above. For further questions / clarifications please do not hesitate to call to undersigned.

Thank you!

Best Regards,

{name}

*{role}*

*VERTEXPRO INC.*

*{number}*