

June 14, 2019

Ms. Victorina Bolanio Administrations Department Alturas Mall, Tagbilaran City

Dear Madam,

May we request your good office for the reversal of the interest and penalties incurred for Penshoppe Boutique – Alturas Mall amounting to Php 641.02. Late deposit was due to check printing errors encountered resulting from bank system upgrade implementation. This is the first instance of delay in deposit and we respectfully request for your kind consideration.

Thank you so much.

Mayet Tecson Treasury Manager