



MEMORANDUM

To	: RCBC Plaza Tenants	Date :	10 December 2019
From	: Property Management Office	Ref. No. :	PMO-TRM-2019-23
Subject	: Toilets Renovation – Podium 3 Tower II		

Dear Tenants,

Part of our continuous efforts in improving the Building's facilities is the renovation and upgrade of our common toilets. We have already completed the renovation of toilets at Podium 4 Tower II (near the CPR Auditorium) and next in line are those at Podium 3.

Starting December 11, the male and female toilets at Podium 3 Tower II (behind Big Chill) will be closed for renovation. While the works may cause temporary inconvenience, we anticipate the finished product to be well worth it. We kindly ask that toilets at P3 Tower I (behind Krispy Kreme) or the newly renovated toilets at P4 Tower II be used alternatively for the duration of the activity.

Should you have queries or concerns regarding this improvement project, please do not hesitate to contact our Helpdesk at telephone number 8-887-4941 loc. 121 or email address helpdesk@rcbcplaza.com.ph

Thank you.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Jonah Ramirez".

Jonah Ramirez
Tenant Relations Manager
RCBC Plaza