

MEMORANDUM

To	: RCBC Plaza Tenants	Date	: 09 December 2019
From	: Property Management Office	Ref. No.	: PMO-TRM-2019-22
Re	: Christmas in a Shoebox 2019		



RCBC Plaza

CHRISTMAS IN A SHOEBOX

"Help us build this tree, fill a Christmas shoebox with goodies and glee"

Our dear tenants, we wish to invite you once again in being one with us in making a positive difference through our Christmas in a Shoebox project.

For this year, the RCBC Plaza Property Management Office urges everyone to fill a Christmas Shoebox for the children of **Virlanie Foundation, Inc.** (<https://www.virlanie.org/>). "Founded in 1992, Virlanie Foundation is a private, non-profit organization reaching out to street children in the Philippines. Virlanie cares for children in need of special protection — those who are abandoned, abused, exploited, neglected, orphaned, and among the poorest of the poor."

Your contribution will have a tremendous influence on these young children. The gifts, no matter how simple, will have a dramatic impact and will bring lasting and meaningful change in their lives. Attached for your reference are the guidelines on how to pack a Christmas Shoebox.

We look forward to your participation in this project. Should you have further queries or clarifications, or wish to be updated on the progress of our project, please do not hesitate to let us know by calling us at 8-887-4941 loc. 121 or email address helpdesk@rcbcplaza.com.ph.

Thank you.

Yours Sincerely,


Jonah Ramirez
Tenant Relations Manager