

MEMORANDUM

To : Tenants / Staff / Remisiers of Menara TA One

From : TA Property Management Department

Date : 17th May 2018

Subject : **Building Façade Cleaning at Menara TA One**

Reference is made to the above matter.

Please be informed that the building management of Menara TA One will conduct building façade cleaning works as per schedule append below:

Date : 21st May 2018 to 20th June 2018

Time : 9.00 am – 6.00 pm

Location : Menara TA One, Jalan P. Ramlee

We would like to seek your cooperation to lock all office windows to avoid splashes of water seeping into your premise/ office unit. If you have identified there is water seeping through the window frame during the cleaning process, kindly let us know immediately by contacting us at 03-2072 1277 ext. 7801.

We apologize for any inconvenience caused and thank you in advance for your kind cooperation on this matter.

Thank you.

Note: This is a computer-generated document. No signature is required.