



XMAS-2025-006

November 18, 2025

Ms. Gloria Go  
**E PLUS STATIONERY, INC.**  
108 Veronica St., Tytana Plaza, Brgy. 288 Zone 27,  
Dist. III Binondo, Manila

Dear Ms. Gloria,

Warm greetings!

As we approach the holiday season, we are excited to announce the upcoming **Kolin Philippines International, Inc. Christmas Party**, which will be held on **December 12, 2025**. This annual event is an opportunity for us to come together, celebrate the year's achievements, and extend our heartfelt appreciation to all our employees for their hard work and dedication throughout the year.

In line with this joyous occasion, we humbly request your support through **cash donations**. These contributions will be used as raffle prizes during the celebration, ensuring that each employee feels the spirit of giving and sharing that defines this season. Your generosity will play a significant role in making our year-end celebration memorable and special for everyone.

We appreciate your generosity but encourage monetary gift and will significantly enhance the festive experience for our employees. Feel free to contact our Treasury Supervisor **Ms. Arlene Fabreag** if you have any inquiries with her mobile/viber number 09258715361.

Thank you for your continued partnership and support. We look forward to celebrating this special occasion with you and are sincerely grateful for your generosity.

Wishing you a wonderful holiday season ahead!

Warm regards,

Very truly yours,

Edith M. Flores  
AVP Finance

