



**Dear Tacloban Ultrasteel Corporation,**

Good day!

I'm writing to introduce Mary Glen L. Vinas, who works for Top Armada Cement Corporation, the one of the official distributors of Philips Lighting in the Philippines.

As discussed, please accept this introduction letter as part of our previous discussions and arrangements.

Ms. Vinas will help make sure Philips Lighting products fit well in your store.

Feel free to contact our team at [hra@starport.ph](mailto:hra@starport.ph) for more details.

We look forward to working with you.

Best Regards

**TOP ARMADA CEMENT CORPORATION**  
HR AND ADMIN DEPARTMENT