

Our Ref: PGT-2021/018/OCY/ss

Date: 22 April 2021

The Wembley - A St Giles Hotel,
183, Jalan Magazine,
10300 Penang, Malaysia.

Dear Eunice Wong Xin Yi,

Letter of Undertaking – Launching Ceremony for Penang Tourism Master Plan (PGTMP)

Greetings from Penang Global Tourism!

2. Thank you for the arrangement of the launching ceremony for Penang Tourism Master Plan. Please find details as follows:

Date	: 3 May 2021
Time	: 6.00pm – 9.00pm
Venue	: Wembley Ballroom 2, Level 10, The Wembley - A St Giles Hotel Penang
Number of pax	: 120
Package	: Buffet Menu at RM100 net per person
Total amount	: RM 12,000.00

We would like to inform you that the charges for the meeting arrangement above will be under Penang Global Tourism's account.

We will abide by the terms and conditions issued by The Wembley - A St Giles Hotel if we made any cancellation on the above.

Please do not hesitate to contact us if you need further information.

Thank you

Best regards,

Darren Ng
Manager
Penang Global Tourism