



## **SAMPLE TRADING (S) PTE LTD.**

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URL : <http://www.sample-software.com>

Email : [admin@sample-software.com](mailto:admin@sample-software.com)

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### **ADVANCE TRADING PTE LTD**

35, JURONG WEST,  
STREET 52 #01-158,  
SINGAPORE 347740

TEL: 63323312

FAX: 63345678

Dear Sir/Mdm

#### **RE: Company Trip**

Kindly note that our company will be closed from 12/03/2011 to 15/03/2011 due to a company trip. You can forward any enquiries or problems to our email address, 'enquiry@ubs-software.com.sg' and we will get back to you as soon as possible.

Sorry for any inconveniences casued.

Your Sincerely,

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