

9 January 2020

MS. CARMINA ROSARIO C. MARQUEZ
Authorized Representative
Off The Grid Publishing, Inc.

Subject: NOTICE TO PROCEED
For the CLARK LIFESTYLE MAGAZINE

Dear Ms. Marquez;

Please be informed that notice is hereby given to **OFF THE GRID PUBLISHING, INC.** to proceed, within seven (7) calendar days from the receipt hereof, with the implementation of the provisions of the Contract for the Clark Lifestyle Magazine project.

Please advise this Office of the actual date of commencement of your services within three (3) days from the receipt of this Notice.

We look forward to a mutually beneficial relationship with you.

Very truly yours,

Aileen Anunciacion R. Zosa
Executive Vice President

Conforme:

Carmina Rosario C. Marquez
Date: _____