

PT. Trakindo Utama
Kavling Komersial Taman Tekno
Blok B No. 1 Sektor XI BSD City
Kelurahan Ciater Kecamatan Serpong
Phone : 62-21-29058900
Fax : 62-21-29058906-08
www.trakindo.co.id

FAX MESSAGE

To : Room Reservation From : Annisa Zahra Hafizhah

Company : Hotel Santika BSD Date : 27 Sept 2023

Fax. No : CC : Andreas Novianto

Re : **GUARANTEE LETTER – PT. TRAKINDO UTAMA**

We confirmed our reservation for the following guest (s) :

No	Name	Check-In	Check-Out	Type Room
1	Evi Somantri	27 Sept 2023	30 Sept 2023	Superior Room
2	Novita Praistia (Auditor SOS LAB BSD)	17 Okt 2023	20 Okt 2023	Superior Room

Payment : Room, Laundry and Meals to Company Account

Event / Meeting : Branch Visit

Remarks:

1. Other consumption to personal account (call charges, alcohol, minibar, etc)
2. Please send the invoice to Annisa Zahra / Gunawan in Trakindo BSD ,2nd Floor

Thank you



Andreas Novianto
HR Manager