



ANNOUNCEMENT OF BRANDING AND DOCUMENTATION UPDATE

MOHAMMAD ASAAD ALHAWAMDEH
CEO/ FOUNDER
ALHAWAMDEH GENERAL TRADING
UAE- DUBAI - AJMAN
23 SEP 2023

Dear Customer/Vendor's

I hope this letter finds you in good health and high spirits. I am writing to inform you of some significant changes that have recently been implemented at ALHAWAMDEH GENERAL TRADING.

We have updated our company's branding, which includes a new letterhead design, logo, and signature. This is in line with our efforts to continually improve and adapt to the dynamic business environment.

In addition, we have modified our invoice system. Starting immediately, all our invoices will carry a new code number starting with 007AGT. This is part of our commitment to streamline our operations and improve our service delivery.

Please note that any documents shared in the old version will no longer be accepted. ALHAWAMDEH GENERAL TRADING will not be responsible for any shared documents bearing the old version. We kindly request that you adhere to our new version serial number, which will be attached to all our transaction letters and documents as v.2.AGT.0203.

We believe these changes will enhance our business operations and communication. We appreciate your understanding and cooperation during this transition period. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your continued support and partnership. We look forward to serving you better with these updates.

Sincerely,

