

MEMORANDUM REPORT

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Memorandum Report

Cisco Systems

To: Security Team

From: CEO

Date: 4 May 2021.

Subject: Sales drop due to security issues

The reason of writing this memo is that we have huge sales drop and receiving many complaints about the security issues in our latest released cisco routers and I want you do flowing steps in order to resolve this issue.

- Stop the manufacturing of new cisco routers.
- Stop taking order for future.
- Make a portal on which the users can tell about the kind of issues they are having with the routers.
- Make a new team and tell them to work on software code in order to remove loopholes.
- Initiate a team to work on the hardware components of router.
- Tell the marketing team to initiate article about on the topic “Cisco working on software patches”

Question given in task.

Part A:

The report gave the brief introduction about the report and highlight the sales of current year.

Part B:

Yes, there is a clear and specific purpose about the sales and security.

Part C:

Yes, there is clear agenda about resolving security issues in order to cover sales.

Part D:

Yes, there are many sections.

Part F:

There is summary ending which tells about security patches.

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