

INTERNAL MEMO

Date: March 15, 2024

RE: Project Handover Documentation

To: NAME NAME

From: NAME NAME

Department: Customer Relations

Branch: Northeast Regional Office

Dear Team,

This document contains sensitive information regarding the handover of the Smith & Associates account.

1. Primary Contact Information:

Client: NAME NAME

Position: Chief Financial Officer

Email: EMAIL

Phone: PHONE PHONE

Address: ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS

2. Secondary Contacts:

• NAME NAME (Legal Counsel)

Contact: EMAIL PHONE

• NAME NAME

Office: [REDACTED] ADDRESS [REDACTED] ADDRESS [REDACTED] ADDRESS [REDACTED] ADDRESS [REDACTED]

Mobile: [REDACTED] PHONE [REDACTED]

3. Account Details:

Account Manager: [REDACTED] NAME [REDACTED] NAME [REDACTED]

Client ID: [REDACTED] ID [REDACTED]

Social Security: [REDACTED] ID [REDACTED]

Tax ID: [REDACTED] ID [REDACTED]

4. Project Stakeholders:

• Technical Lead: [REDACTED] NAME [REDACTED] NAME [REDACTED]

Email: [REDACTED] EMAIL [REDACTED]

Extension: x4567

• QA Manager: [REDACTED] NAME [REDACTED] NAME [REDACTED]

Contact: [REDACTED] PHONE [REDACTED] PHONE [REDACTED]

• External Consultant: Dr. [REDACTED] NAME [REDACTED] NAME [REDACTED] PhD

Email: [REDACTED] EMAIL [REDACTED]

Cell: +1 [REDACTED] PHONE [REDACTED] PHONE [REDACTED]

5. Additional Information:

Previous handling was done by [REDACTED] NAME [REDACTED] NAME [REDACTED] EMAIL [REDACTED] who has since moved to our Singapore office. For urgent matters, you can reach him at +65 [REDACTED] PHONE [REDACTED] PHONE [REDACTED]

6. Client's Banking Information:

Account Holder: NAME & Associates LLC

Account Number: ID

Routing Number: ID

Bank: Chase Manhattan

Branch: Financial District

7. System Access:

Username: ID

Password: S3cur3P@ss2024!

IP Address: IP

Please ensure all communication follows our security protocols. For any questions, contact our compliance officer NAME at EMAIL or extension PHONE

Best regards,

NAME NAME

Senior Account Manager

Direct: (555) PHONE

EMAIL

CC:

- NAME NAME (HR Director)
- NAME NAME (Risk Management)
- NAME NAME (Compliance)