

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 ADDRESS

2. Secondary Contacts:

- NAME NAME (Legal Counsel)

Contact: EMAIL PHONE

- NAME NAME

Office: ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS

Mobile: PHONE

3. Account Details:

Account Manager: NAME NAME

Client ID: ID

Social Security: ID

Tax ID: ID

4. Project Stakeholders:

• Technical Lead: NAME NAME

Email: EMAIL

Extension: x4567

• QA Manager: NAME NAME

Contact: PHONE PHONE

• External Consultant: Dr. NAME NAME PhD

Email: EMAIL

Cell: +1 PHONE PHONE

5. Additional Information:

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

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] [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)