

## CORRECTION OF THE ERRONEOUSLY NAMED POLICY AND INVOICE

Good day,

I ask for your valuable help in managing some important corrections in relation to a client. It has been decided to change its application from Imbursa to Contoso. However, when issuing the invoice, a mistake was made and I ended up with an incorrect name. Please help me correct the name on the invoice and process the change of policy.

On the other hand, Beatriz Orozco of the AUTOS division has requested assistance in processing the attached Work Order (OT), corresponding to the endorsement of the OT 63 plates. In the attached document you will find all the necessary details. Beatriz has also provided her contact information and a reference to the company's privacy statement.

By fissss, we ACCEPT the request and PROCEED with the required modifications.

I thank you very much for your attention and support with these efforts. Greetings and thank you for your cooperation.

Virus-free.