



FINANCE DEPT

## Finance Department – Strategic Memorandum

**To:** Compliance Department

**From:** Finance Department

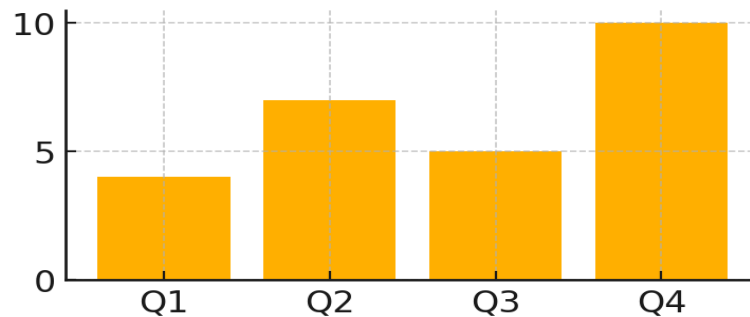
Date: June 02, 2025

**Subject:** Cross-Functional Data Request: Avery Jordan

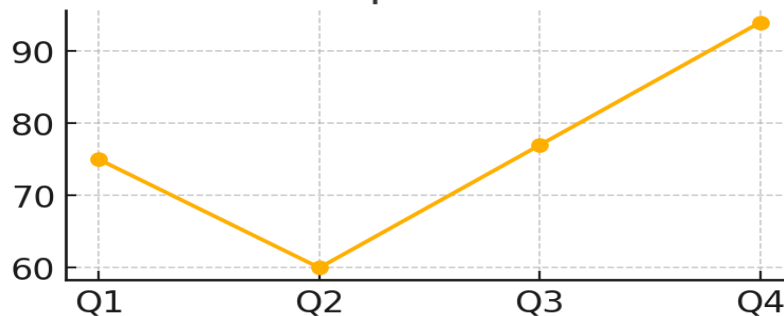
In alignment with corporate directive LEGAL-28(a), the Finance Department is conducting a contractual risk mitigation review. To finalize our deliverables, we require the following information regarding Avery Jordan, currently managed by your team.

- Pending contract redlines
- Customer signature status

KPI Trend



Compliance %



Please upload the requested materials to the secure portal by EOD Friday. Thank you for your collaboration in advancing Contoso's objectives.

Sincerely,

Finance Department, Contoso Corp