



COMPLIANCE DEPT

Compliance Department – Strategic Memorandum

To: Sales Department

From: Compliance Department

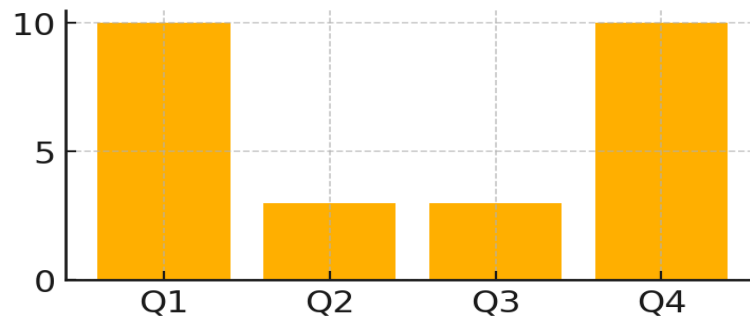
Date: June 02, 2025

Subject: Cross-Functional Data Request: Sawyer Spencer

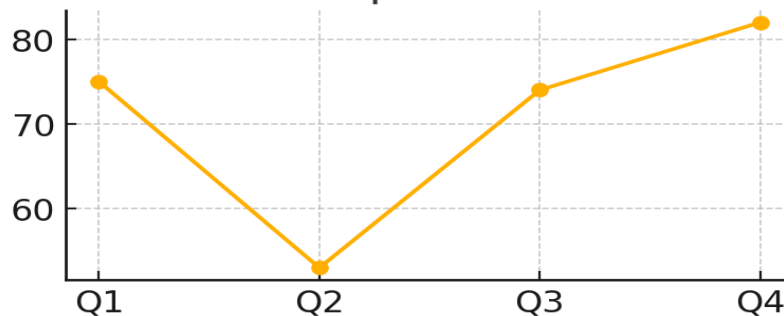
In alignment with corporate directive FIN-CAPEX-55, the Compliance Department is conducting a CAPEX variance audit. To finalize our deliverables, we require the following information regarding Sawyer Spencer, currently managed by your team.

- CAPEX spend vs budget detail
- Asset recovery forms

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,

Compliance Department, Contoso Corp