



HR Department – Strategic Memorandum

To: Legal Department

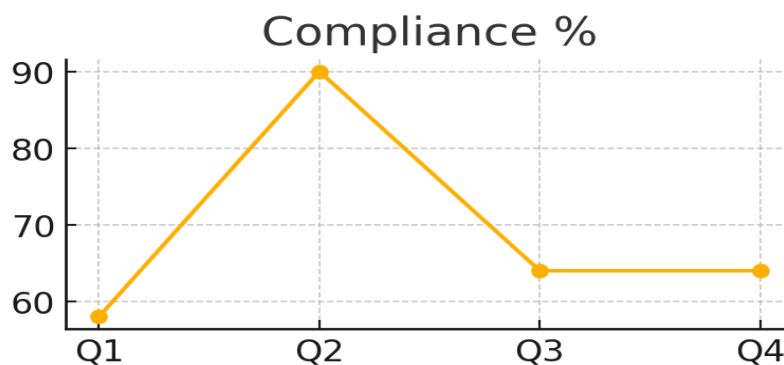
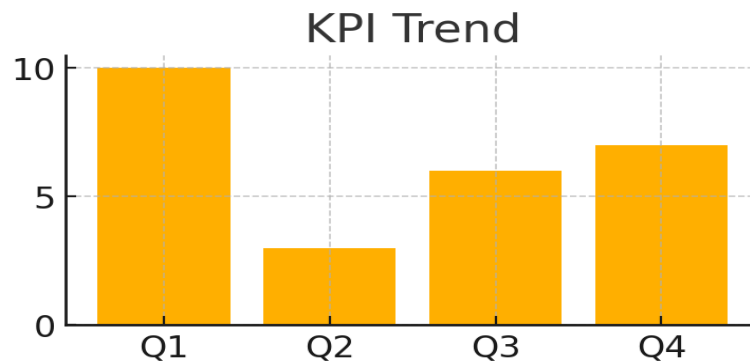
From: HR Department

Date: June 02, 2025

Subject: Cross-Functional Data Request: Cameron Griffin

In alignment with corporate directive COMP-404, the HR Department is conducting a SOX Section 404 remediation. To finalize our deliverables, we require the following information regarding Cameron Griffin, currently managed by your team.

- Control test evidence
- Remediation status matrix



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

Sincerely,

HR Department, Contoso Corp