



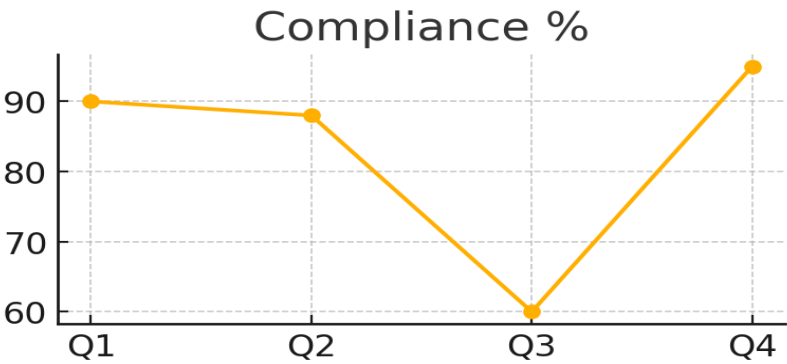
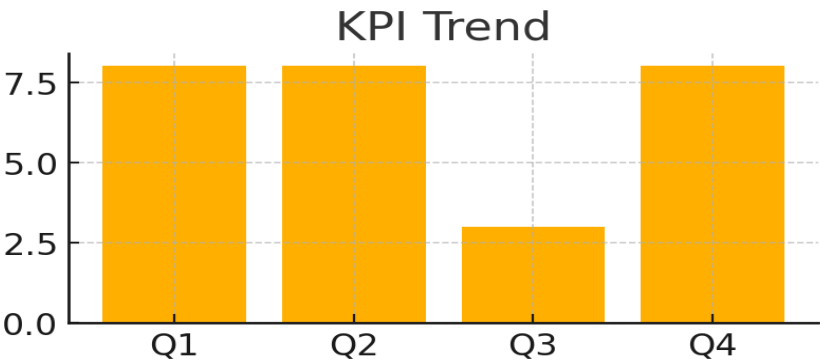
Finance Department – Strategic Memorandum

To: IT Department  
From: Finance Department  
Date: June 02, 2025

Subject: Cross-Functional Data Request: Blake West

In alignment with corporate directive OPS-17, the Finance Department is conducting a supplier performance arbitration. To finalize our deliverables, we require the following information regarding Blake West, currently managed by your team.

- Vendor arbitration documents
- Shipping discrepancy logs



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