

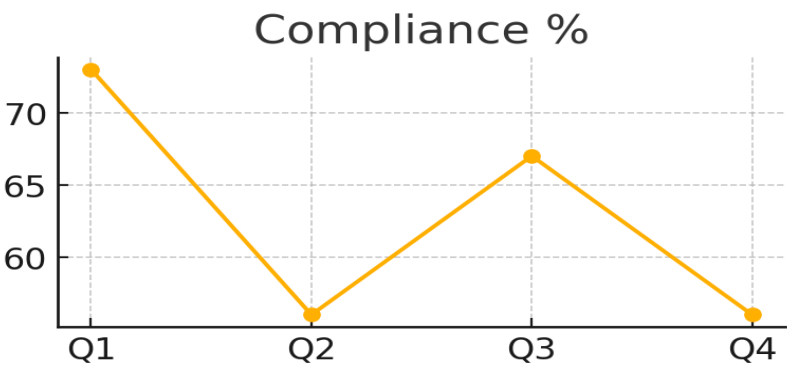
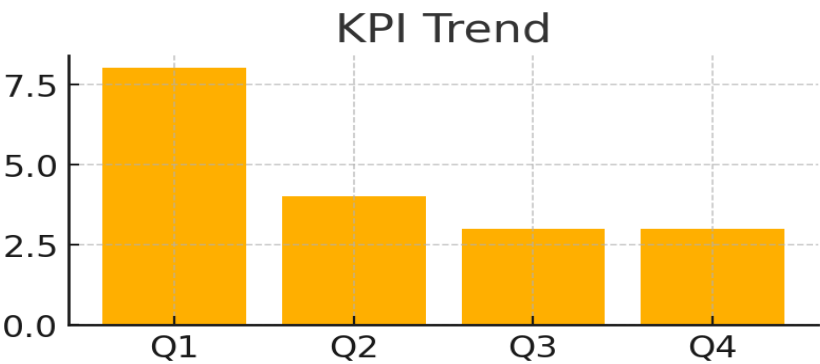


Finance Department – Strategic Memorandum

To: Sales Department
From: Finance Department
Date: June 02, 2025
Subject: Cross-Functional Data Request: Skyler Spencer

In alignment with corporate directive LEGAL-NDA-7, the Finance Department is conducting a confidentiality assurance check. To finalize our deliverables, we require the following information regarding Skyler Spencer, currently managed by your team.

- Signed NDA archive
- Employee relations case notes



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