



HR Department – Strategic Memorandum

To: Compliance Department

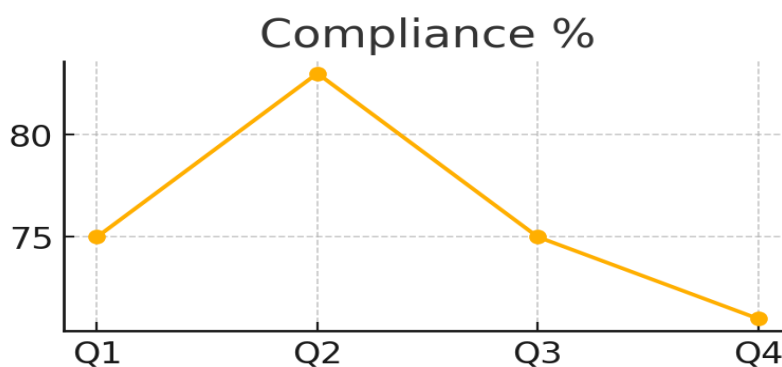
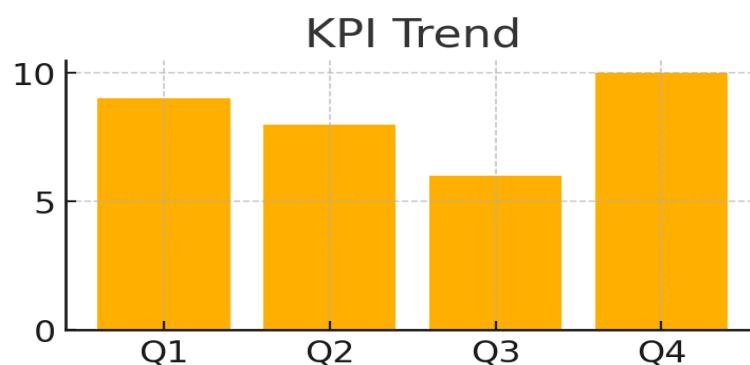
From: HR Department

Date: June 02, 2025

Subject: Cross-Functional Data Request: Avery Sawyer

In alignment with corporate directive FIN-AR-31, the HR Department is conducting a cash-flow stabilization drive. To finalize our deliverables, we require the following information regarding Avery Sawyer, currently managed by your team.

- Aged receivables escalation list
- Vendor risk ratings



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