

Sprandel, Inc

Fax

To:	Meg Black	From:	Kate Burke
Fax:	(888)-876-5432	Pages:	8
Phone:	(888)-876-1234	Date	9/12/20X3
Re:	Write-Off Approval	cc:	

☒ Urgent ☒ For Review ☐ Please Comment ☒ Please Reply ☐ Please Recycle

Comments:

Hi Meg –

Sorry to bother you on your vacation, but I know you prefer to get these processed right away. See attached write-off memo and the correspondence with the client regarding the uncollectability of the receivable. If you are ok with processing this, please note your approval below and send back.

Thanks,

Kate

*Kate -
All looks good. Go ahead
and have this processed.
Meg Black*