

To: Henry_almacenDeSuministros@holamundo.com

From: it_departamento,@holamundo.com

Subject: December Inventory

Dear Margaret,

We have just finished the December inventory. Please see the attached file, you have in it all the information. As you can see, we haven't got any flash drive. So we need two boxes of 30 Sabrent 1TB.

We're overstocked with monitors so we don't need to order any.

We've run out of paper and ink Epson S400. So we need it as soon as possible.

Please reorder two webcams, because we have two news help desk technician.

Would you please send me a confirmation e-mail?

Many thanks,

Henry Martin

IT Manager