**MEMO**

To: Mike Smith

ABC Products Co

Director of IS Department

From: John Roberts

RE: Shopping cart demo project request

Our company products are selling fast lately. We would like to go online to sell our products. We would like to have demo of a online shopping cart project with a checkout feature displayed.

We would like to see two demos. One with using cookies and one without.

We would like to get this done ASAP hopefully by the coming Friday – 6/11/21. We appreciate your understanding , cooperation and help.

Sincerely,

John Roberts

Director

ABC Products Company User Department