



**From: ImaKam123 MaKami Street, Calgary, A1B 2C3**

**To: ImaKam,ABC College Ave, Edmonton, D4E 5E6**

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Re: Changes to the Edmonton office

Dear Anita smith, director of information systems this letter is to inform you that Our Edmonton office will be undergoing a very drastic change to the finance offices as we are no longer in need of cubicle style desks in order for our staff to be the most productive they will require their own offices so we will be hiring a contracting company to come into the Edmonton office and build offices with doors and soundproof walls our employees need the most focus they can possibly get in order to create the documents required to make our finance Department run smoothly therefore in the Edmonton office we will require these changes. We will also require new computer software that allows our spreadsheets to function more accurately alongside our accounting figures Therefore I will request that the manager of finance create a report to indicate the budget for the new software that we will require in the Edmonton office if you could please report back to this letter in a timely matter it would be greatly appreciated.

**sincerely Priya jones, director of operations.**