

Confidential Memo

TO: Senior Management

FROM: J. Barclay

RE: Expansion project IT consultant re-assignment

You've probably heard that Thomas Boorman, our IT Consultant, will no longer be working on this project. He's assured us that he can find a colleague to handle the job, but after this, we're concerned about working with his group.

I'm proposing that we go with Victor Harvey. He's done IT consulting for us before, and has always come through. If you're OK with this change, please sign and return this memo to me today.