

From: BillGreen@acme.com

Subject: July Work for ABC

Date: Oct 5 ,2018 at 4:37 pm

To: PatBrown@acme.com

Cc: cust_accts@acme.com

Dear Pat.

I know you were particularly interested in the audit for ABC last quarter. I completed the work in eight hours. It was not as complicated as I expected. I also prepared their statements which took another hour.

Best regards,

Bill

William Green
Sr. Auditor – Acme Accounting