

Business Memo

TO: Marketing and Sales Departments

FROM: Finance Department

DATE: November 1, 2023

SUBJECT: Revised Budget Allocations for Q4 Campaigns

Dear Teams,

We wish to bring to your attention a significant adjustment in the budget allocation for the upcoming Q4 marketing and sales campaigns.

- **Background:** The recent expansion into the European market, combined with the unexpected costs associated with new regulatory compliance, has led us to revisit our budgeting priorities for the last quarter.
- **Action:** Effective immediately, there will be a 10% reduction in the Q4 budget for both departments. We understand that this might be challenging, but we believe that with collaborative effort and strategic adjustments, we can still achieve our targets.
- **Implications:** While we hope that the core activities will remain unaffected, some of the ancillary campaigns and activities might need to be rescheduled or streamlined. We recommend each team to prioritize their initiatives and present a revised plan considering the new budget.

Your understanding, adaptability, and cooperation in this matter are not only appreciated but crucial for Influno's continued growth and success in these changing times.

2014 Grade 1 November Business Memo

L Darling-Hammond



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2014 Grade1november Business Memo Book Review: Unveiling the Power of Words

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