



Mutual Benefits Assurance Plc RC269837

INTERNAL MEMO

TO: HEAD, INFORMATION TECHNOLOGY
THROUGH: REGIONAL LIAISON OFFICER
FROM: REGIONAL MANAGER (WEST)
DATE: 4TH AUGUST, 2015
SUBJECT: REQUEST FOR ONE COMPLETE COMPUTER SYSTEM AND A PRINTER

We wish to request for a complete computer system and a printer for our operation in Ibadan office.

This is as a result of the collapse of two computer systems and two printers in the office.

Your prompt response will be appreciated.

Thank you


RAMON ODUKALE