**FAX COVER LETTER**

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TO: Operations Manager Edward Smith  
FROM: C.E.O Matthew Ottomans

DATE: 07/10/2019

Pages: 7(including cover letter)

REGARDING:

The following pages contain a summary of the plans for the acquisition of Gravy Technologies, as we had agreed in the board meeting. It outlines the entire process and the parties involved in each step. Also included in the contract (copy) signed by both parties.

I have sent this fax to ensure we all have copies of the proceedings and a copy of the contract. Please sign as indicated and send back the signed copies to me to show you agree with the terms and conditions of the acquisition.

X - URGENT

X - FOR REVIEW

X - PLEASE COMMENT

X - PLEASE REPLY

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