

From: Anna Becker <anna.becker@westfieldcorp.com>  
To: All Department Managers  
Subject: Revision to Q2 Budget Allocation  
Date: March 15, 2024

Dear Managers,

Following our recent board meeting, please note the approved revisions to the second-quarter budget allocation, effective immediately.

Due to the projected shortfall in advertising revenue, the Marketing Department's discretionary budget has been reduced by 15%. Funds initially allocated to digital campaigns will now be redirected toward enhancing customer service operations, including hiring two additional representatives and upgrading our support software.

Departments previously planning collaborative initiatives with Marketing are advised to reassess their timelines and objectives. While marketing support will still be available, it may be limited during the adjustment period.

Please review the attached revised budget sheet by Friday and provide any feedback or concerns by end of day Monday. If you require clarification, feel free to contact the Finance Office directly.

Best regards,  
Anna Becker  
Chief Operations Officer  
Westfield Corporation

**Question 1:** What is the main purpose of this e-mail?

- A. To announce the hiring of new department managers
- B. To inform recipients of changes to budget allocations
- C. To request approval for an advertising campaign
- D. To schedule a department meeting

**Question 2:** What can be inferred about the Marketing Department?

- A. It will increase hiring for the next quarter
- B. It will not participate in any collaborative projects
- C. It is facing a reduction in available funds
- D. It plans to expand its digital ad campaigns

**Question 3:** What action is required by the recipients?

- A. Inform their teams of the new software training
- B. Confirm participation in the upcoming board meeting
- C. Review and respond to the revised budget sheet
- D. Submit marketing proposals for digital campaigns