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**From:** [REDACTED]  
**To:** [REDACTED]  
**CC:** [REDACTED]  
**Sent:** 2/8/2021 9:58:01 AM  
**Subject:** Executive Summary Report  
**Attachments:** Exec Status Update 08W - 1.29.21.xlsx

Hey [REDACTED]

Is there someone on your team that might be able to provide an updated version of the attached report for us today?

This was previously provided by [REDACTED] however it looks like he will be out of the office for the rest of the month. Ideally we would like to receive a copy on a weekly basis as it drives a couple of key processes that ultimately allows us to track new orders within the DOT.

Could you let us know if there is someone we can liaise with during [REDACTED] absence?

Thanks in advance for your teams assistance in this matter.

Regards,

[REDACTED]

[Connect in Teams](#)