| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| --- | --- |
| ***Subject:*** | ***Delivery driver shortage [Action required]*** |
| Hi,  I hope you’re all well. As you may know I am managing the Plant Pals project.  There has been a major issue i would like to bring your attention to. We have a shortage of delivery drivers and so far our current drivers have delivered only 80% of plants. Customer satisfaction has suffered and some customers have canceled their subscriptions. We need to raise the delivery rate up to 90% to avoid sending the net batch out late  Failure to do this will create even more issues such as project deadline, risking product quality and ultimately hurt our revenue.  To mitigate this issue i suggest we carry out a recruitment of additional drivers to help achieve the 90% delivery rate.  Thank you for your time,  Amir | |

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