| **To: coreteam@officegreen.com** | |
| --- | --- |
| **Subject: Team meeting regarding the survey results** | |
| **Opening: Hello,**  **I hope everyone is well.** | |
| **Body:**  **The purpose of this email is to provide an update on our key findings from our recent survey that was sent out to 50 customers. We will provide insights and will appreciate your feedback.** | |
|
|
| **Closing:**  **To prepare for the meeting you can read the meeting agenda which is attached to this emai.**  **Thank you for your time.** | |
| **Signature:** Amir, Project Manager    **Attachments: Meeting Agenda** | |