|  |
| --- |
| **To: coreteam@officegreen.com** |
| **Subject: MOM held on 29th September 2023** |
| **Opening:**  **Dear Sirs/Madams,**  **The reception of shipped test batches of plants was mostly good from selected 50 customers over the last two weeks (for both the product and related services).** |
| **Body:**  **I am writing this email, to propose a meeting time to work through a few minor issues revealed by a survey after two weeks of dispatching the test batches. There are three issues concerning PRODUCT QUALITY, DELIVERY TIMELINES and CUTOMER SUPPORT. This meeting expectedly allows the organization to incorporate improvements to later test shipments.** |
|
|
| **Closing:**  **I would like to invite the whole core team to participate in this meeting to maintain an effective discussion and subsequently to amend the agreed improvements, each stakeholder has an important role to play. I would like to thank all the asked attendees here in advance and expect to exchange some wonderful ideas over the course of the proposed meeting.** |
| **Signature:** DG, Project Manager    **Attachments: The meeting agenda attached here!** |