| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| --- | --- |
| ***Subject:*** | ***Decision needed to increase on-time delivery on Plant Pals project*** |
| Hello,  I hope this mail finds you well and safe. As you may know, I have been manage the Plant Pals project which is scheduled to be launched by the end of the year.  I would like to bring an issue to your attention.As we were testing the project before official launching, we managed to deliver 80% of the plans. But unfortunately, there weren’t enough drivers to deliver all the plans on time.  This puts our customer satisfaction at risk. As some customers have already canceled their subscriptions.If we didn’t raise the on-time delivery to at least 90%, that will cause a delay. A delay could create even more issues like setting back the project timeline, risking product quality, and hurting revenue.  I have sourced two delivery companies that have five-star reviews and a track or record on-time deliveries. I propose we meet with them both right away so we can onboard one of them quickly. That way, we can avoid major delays and raise on-time delivery which will increase the customer satisfaction. Are you available for a meeting tomorrow to discuss options and come to an agreement on next steps?  Please respond with the times that work for you.  Thank you in advance for your consideration and insight,  *Esraa* | |

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