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| **To: coreteam@abccompany.com** |
| **Subject: New meeting about increasing customer satisfaction** |
| **Opening: inviting you to our meeting on July 21st / 10:00 AM / CONFERENCE ROOM. We will discuss how we can improve the customer level of satisfaction.** |
| **Body:** **Topic #1:** Rise On-time deliveries to 95% to meet the target and to provide the delivery before business hours or early in the morning  * **Topic #2:** customer Satisfaction Improvement * **Topic #3:** Providing a live chat option to further improve customer support. |
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| **Closing:**  **Hope we will have a good time discussing and brainstorming new ideas about the customer satisfaction**  **Looking forward to our meeting!** |
| **Signature:** Albin Baby, Project Manager  **Attachments:** [**https://docs.google.com/document/d/1GvfHqSh\_XlHJAsVMM84RrlE7OQcw0DTYXdchaHVnZfE/edit?usp=sharing&resourcekey=0-OYnCpsDSWSEE1sqXrhkVRw**](https://docs.google.com/document/d/1GvfHqSh_XlHJAsVMM84RrlE7OQcw0DTYXdchaHVnZfE/edit?usp=sharing&resourcekey=0-OYnCpsDSWSEE1sqXrhkVRw) |