| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| --- | --- |
| ***Subject:*** | ***[Action Required] Decision needed to improve on-time delivery rate for project pals*** |
| Hey Team,  I hope all of you are doing well. As you may know, I am in charge of the project partners, and the group has thus far been successful in installing the order management software and starting to send out test shipments.  I'm sending you this email to let you know about a problem we've had with the deliverables. Only 80% of the plants have been delivered thus far due to a driver shortage that we are now experiencing.  Since the problem affects our customers' enjoyment and has even led to a few customers abandoning their subscriptions, it is a concern. If not addressed, a delay in the subsequent shipment could lead to additional problems, which would impact our timeliness, quality, and ultimately our revenues.  We have found a few mitigation strategies and other logistics providers who could take care of the problem in the upcoming delivery. I would like to share these concepts with you all and have a discussion about them. Would everyone be able to work next week?  Thanks to your passionate involvement, we have made tremendous progress on the project thus far, and I am optimistic that we will successfully complete it with your help.  Thanks and regards,  Aasim K.  Senior Project Manager, Office Green | |

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