| **To: coreteam@officegreen.com.** | |
| --- | --- |
| **Subject: Office Green Review Meeting** | |
| **Opening:**  **Top of the day to you**  **It's been great working with you on this project thus far.** | |
| **Body:**  **Based on the survey we did to gauge customer satisfaction with the product and the service, It is important we meet to discuss insights from the survey, solicit feedback, and discuss proposed next steps. The details of the meeting is as follow:**  **Meeting Date: 24th August, 2021**  **Time: 9:00am - 10:00am**  **Venue: Virtual** | |
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| **Closing:**  **The meeting link would be shared tomorrow.**  **Thanks for your time.** | |
| **Signature:**  Julianah Balogun  Project Manager    **Attachments: Link to Meeting Agenda (**[**https://docs.google.com/document/d/16cuzpUqLhYuiS5NJdOFJU9AulGMi4qop4OS3mgsiqBU/edit?usp=sharing&resourcekey=0-VLW4hze6OK084CRZRfJ8Fw**](https://docs.google.com/document/d/16cuzpUqLhYuiS5NJdOFJU9AulGMi4qop4OS3mgsiqBU/edit?usp=sharing&resourcekey=0-VLW4hze6OK084CRZRfJ8Fw) **)** | |