| **To: coreteam@officegreen.com** | |
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| **Subject:: [Action Required] to make progress on Plant Pals project** | |
| **Opening: Hello, I hope my email finds you well. I am Larry, Office Green’s Plant Pals project manager.**  **A lot of work has been done since the last meeting thanks to the whole team's efforts.** | |
| **Body:**  **Despite the progress made, there is still work to be done on product quality, delivery timelines, and customer support.**  **Many options and solutions have been found with my team, and we want to share them with you so you can choose the best ones to move the project forward.**  **Will you be available on July 21 at 10:00 AM for a meeting at the CONFERENCE ROOM to discuss these propositions** | |
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| **Closing: I am confident we can solve all these issues together.**  **Thank you for your time and consideration.** | |
| **Signature:** Larry Grace, Project Manager    **Attachments:** | |