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| **To: coreteam@officegreen.com** |
| **Subject: A meeting to discuss discovered issues, and solicit feedback, and plan next steps.** |
| **Opening: Good day everyone. I hope you all are doing great.** |
| **Body: I’m sending this email to inform you that we’re having a meeting to discuss issues related to quality, customer service, and delivery. I’m asking for feedback on how to rectify the issues and making plans to move to the next steps.**  **The meeting time would be on July 21st, 10:00 AM in Conference Room.** |
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| **Closing: I’m requiring you to be prepared for our meeting. Thank you for your time and I hope to see you in our meeting.** |
| **Signature:** Matt, Project Manager    **Attachments: Meeting Agenda** |