| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com;* [*srvp@officegreen.com*](mailto:srvp@officegreen.com) |
| --- | --- |
| ***Subject:*** | ***[Action Required] Discuss ideas to improve Service of Tablet at restaurants*** |
| Hello Everyone,  I hope this email finds you well. As you may know, I am managing Office Green’s Plant Pals project. The team is currently working on the project and software to manage incoming orders and has begun sending test shipments to customers. However, there’s an issue that I would like to bring to your attention.  We don’t have enough drivers to deliver all orders on time. So far, the drivers have delivered only 80% of the tablets successfully.  We’re suffering from customer dissatisfaction. Some customer have already canceled their subscriptions. This could further affect the product quality, revenue, and project timeline.  I have a few ideas that could improve future delivery rates like utilizing route management software. Are you available for a meeting tomorrow to discuss options and come to an agreement on the next steps? Please respond with the times that work best for you.  Thank you in advance for your consideration and insight,  Deepak | |

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