You are part of a project that involves multiple stakeholders across different geographies. You have noticed the same tickets and issues coming up repeatedly. But you’re unaware of the root cause. The only way would be to collaborate with the other teams and find a solution. The customer is unhappy about the delay and issues. How will you write an email to the client POC informing her/him of the

situation and ask for more time?

**Subject:**

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| 1. **CONTEXT** |
| 1. **SOLUTION/RECOMMENDATION** |
| 1. **NEXT STEP/ACTION REQUIRED** |
| **Conclude:** |