| ***To:*** | *opsdirector@officegreen.com; productdirector@officegreen.com; hrspecialist@officegreen.com; srvphr@officegreen.com* |
| --- | --- |
| ***Subject:*** | ***[Action Required] Urgent:Plant Pals Delivery Performance*** |
| Dear Director of Operations,  I hope this message finds you well. Firstly, I want to express my gratitude for your continued dedication to the project.  I am [Pyae Phyo Maung], the Project Manager, and I have been closely involved in overseeing our current project. Regrettably, a significant issue has come to our attention.  I am reaching out to highlight a critical challenge we are currently facing in the testing phase. Our team has encountered a significant obstacle in ensuring on-time delivery, resulting in only and 80% success rate so far. Unfortunately, this has led to a decline in customer satisfaction, with some cancellations already affecting subscriptions.  The primary issue stems from a shortage of drivers, impacting our ability to meet delivery timelines. It’s imperative that we address this promptly to uphold customer satisfaction and prevent further setbacks.  To mitigate this, I propose discussing several ideas to enhance our delivery rates, such as a brief overview of recommendations. I believe your insights will be invaluable in charting the best course of action.  Given the potential risks to the project timeline, product quality, and revenue, I kindly request a meeting at your earliest convenience to delve into these challenges and explore collaborative solutions.  Thank you for your time and attention to this matter.  Best regards,  Pyae Phyo Maung  Project Manager- Plant Pals  09-771306703 | |

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