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| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| ***Subject:*** | ***Action Required: additional delivery drivers needed*** |
| Greetings Stakeholders!  My name is Lakshmi Kadali and I am the project manager for the Plant Pals project. I am pleased to inform you that the project is underway and the team has already installed software to manage incoming orders.  However, I am writing to make you aware of a possible risk. Only 80% of the orders have been delivered successfully. The team is required to increase that rate by 10% to avoid negatively impacting the next shipment. It is my request that the budget be adjusted to allow for the hire of more delivery drivers to resolve this risk; as a delay could result in even more issues like risking product quality and hurting revenue.  Nonetheless, I also have a few other options of mitigation I would like to discuss with you. If we could schedule a meeting to discuss these options as soon as possible, as to not greatly impact our timeline, it would be greatly appreciated.  Kindest Regards,  Lakshmi K | |
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