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| **To: coreteam@officegreen.com** | |
| **Subject: Meeting request to discuss result of test batch of plant deliveries** | |
| **Opening:**  **Hello team,**  **We have done a lot of good work recently. We have recently completed the first test batch of plant deliveries.** | |
| **Body:**  **Upon reviewing the results of the test, a few issues need to be addressed. These issues come from plant packaging, on-time**  **deliveries, and the customer feedback software. I’d like to request a meeting on September 4th at 10:00am to go over these issues and areas of improvement for future deliveries.** | |
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| **Closing:**  **Please bring any relevant information that would be helpful for discussion. I have attached the meeting agenda. Thank you all for your hard work!** | |
| **Signature:** Elia Ai, Project Manager    **Attachments:** [**Meeting Agenda**](https://docs.google.com/document/d/1ulGT-2cpV_QJIcfRdRqBak8_cVqSVp_RbJKO0eEAnuU/edit#) | |