

To: coreteam@officegreen.com

Subject: Meeting on the Delivery Satisfaction Survey, Planning and Service Enhancement

Opening: Dear Colleagues, we would like to invite all of you to the meeting to discuss on the above.

Body: As we aware, we just finish the satisfaction survey and find out there a few items and services to focus on especially to reduce delivery time.

Closing: We hope that all of us can give the best idea and solution to deal with this problem. Looking forward for the fruitful meeting and thank you in advance.

Signature: Kyle Jerome N. Santos, Project Manager



Attachments: Meeting Agenda