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| **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. |
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| **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** |