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| ***To:*** | [*opdirector@officegreen.com;*](mailto:opdirector@officegreen.com)[*hrspecialist@officegreen.com;*](mailto:hrspecialist@officegreen.com)[*srvp@officegreen.com*](mailto:srvp@officegreen.com) |
| ***Subject:*** | Addressing Delivery Challenges for Plant Pals Product Launch |
| Dear Sirs,  I hope this message finds you well. As you are aware, I have been managing the Plant Pals product line, which is set to launch at the end of this year.  I would like to bring to your attention an issue we are currently facing with our test shipments. Unfortunately, we do not have enough drivers to deliver all the orders on time. As a result, only 80% of the plants have been successfully delivered so far.  This delay in deliveries has negatively impacted our customer satisfaction scores, and we have already seen some subscription cancellations. To meet our launch goals, we need to raise our on-time delivery rate to at least 90%. If we fail to address this, Plant Pals could fall behind schedule, compromising product quality and potentially harming our revenue.  To improve our delivery rates, I propose two solutions: implementing professional delivery route planning and utilizing automated customer notifications. I have identified three professional route planning and optimization software options that can be integrated into our current system. These tools can enhance operational efficiency and improve communication with our customers. Additionally, our existing software capabilities allow for real-time notifications, which can alert customers and enable them to take specific actions to prevent delivery issues.I appreciate your consideration and would welcome your insights on these proposed solutions.  Thank you in advance for your consideration and insight.  Sincerely,  Oleksii Shuvalov  Oleksii Shuvalov  Project Manager, Plant Pals oleksii.shuvalov@gmail.com | |