

To: coreteam@officegreen.com

Subject: Meeting Invitation - Customer Satisfaction Improvement Opportunities

Opening:

Hello – Hope you're doing well.

Thank you for all your work to ensure a successful launch of the new fulfillment and delivery processes.

Body:

As you may know, in advance of the formal service launch, test batches of plants have been shipped to customers.

We gathered and analyzed customer satisfaction survey results from 50 customers over a period of four weeks.

The purpose of this meeting is to present insights and discuss improvement opportunities and next steps together.

Closing:

Please review the meeting agenda in advance, attached to this email, so you can prepare to bring your point of view and ideas to the discussion.

Thanks again for all your dedication!

Signature:

Best,

Mariana
Project Manager



Attachments: Meeting agenda