| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
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| ***Subject:*** | ***[Action Required] Urgent Resolution Needed for Delivery Challenges in Plant Pals Project*** |
| Dear Director of Operations, HR Specialist, Senior VP of Human Resources. And Director of Product,  I hope this message finds you well and that recent successes in other departments have been as encouraging to you as they have been to the whole team. I am writing to you as the Project Manager of the Plant Pals project at Office Green, overseeing the testing phase before our official launch.  I want to bring to your attention a critical issue we’re facing in the project. Our current team of drivers has successfully delivered only 80% of Plant Pals orders on time. This shortfall in delivery efficiency is impacting customer satisfaction, leading to a notable number of subscription cancellations.  The consequences of this issue are extensive. Continued delays in delivery not only risk further customer dissatisfaction and subscription cancellations but also set back our entire project timeline, affect product quality, and impact our revenue projection negatively.  To address this, I propose the following. Immediate recruitment of additional delivery drivers to meet the current demand. A review of our delivery process to identify any inefficiencies. And a short-term partnership with a local courier service to handle overflow orders.  I would like to request a meeting with you all to discuss these recommendations and divide on the best course of action. Your expertise and guidance will ensure the success of the Plant Pals project.  Thank you for your time and attention to this matter. I look forward to your insights and support in resolving this issue.  Best regards,  Brian Camilo  ProjectManager, Plant Pals Project  [contact info] | |

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