Hello Mr. John

Unfortunately, I can't take part in Tuesday's meeting since I will be in a doctor appointment at that time however I come back at 2 pm but I will join immediately another meeting until 4 pm. Could we bring the meeting forward to 5 pm?

Look forward to hearing from you soon.

Regards,

Luis Rocha

Software Engineer.

You are a project coordinator. Your team has been failing to meet deadlines. Write an email to your team.

* Describe the problem in detail.
* Mention possible reasons and consequences.
* Call your team to action and set a certain deadline.

Remember to open and close your email appropriately.

**Word count: 130-170 words**