| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| --- | --- |
| ***Subject:*** | ***Action required: Decision to improve on-time delivery rate as well as customer satisfaction.*** |
| Hello everyone,  I hope you are doing fine, as you may know, I am managing the **plant pals** launch for **Office Green.**  I would like to bring your attention to the **lack of drivers** for the delivery of our plants. So far **only 80%** of the plants are delivered successfully. This hinders our progress and successful launch. Due to this, customers have suffered and canceled their subscriptions.  This delay in delivery causes **setbacks** in our **project timeline** and **risks product quality**. Not only is it negatively **hurting our revenues** but it also brings down the **company's reputation**.  To mitigate the issue, I have **2 contractors** and would provide extra delivery drivers for the time being. We need urgently to raise our **delivery rate to 90%**. I propose to meet them as soon as possible.  Can we schedule a **meeting tomorrow** regarding this to come up with an agreement? Kindly respond with the time that works best for you.  Thank you for your consideration and insight  Shikhar | |

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