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| <p>Dear Team,</p> <p>Greeting! How's everyone doing? I hope you are doing well and having a nice week.</p> <p>My name is Anh Nguyen, and as some of you may already know, I am the Project Manager of Plant Pals project at Office Green.</p> <p>I am writing this email to inform you of a recent obstacle we have met. It is the fact that we are currently short on the number of delivery drivers in order to fulfill approximately 20% of plant deliveries.</p> <p>As a result, the drivers have delivered a mere 80% of the plants successfully. Thus, customer satisfaction has suffered, and many customers have already canceled their subscriptions. Therefore, we need to raise the on-time delivery rate to at least 90%. Otherwise, we might face a delay which would set back the project timeline, risk product quality and hurt revenue.</p> <p>To solve this issue, we proposed that it is best to transfer the responsibility of hiring and training new drivers to HR manager and specialist. If approved, we will contact the HR department as soon as possible in order to come up with plans and discuss the details. Furthermore, we proposed to add rewards and bonuses to drivers who work overtime in order to promote and encourage them to work more diligently and fill the gaps of driver shortage. If possible, we would like to ask of you to approve a small budget cost of around \$2000 to assist us in selecting and rewarding gifts and bonuses to drivers.</p> <p>Thank you very much for your cooperation and support. We are looking forward to hearing your decision soon.</p> <p>Best regards,<br/> Anh Nguyen<br/> Project Manager<br/> Phone number (+9284273989)<br/> Email: xxxxxx@gmail.com</p> |                                                                                                                                                                                                                                                                                                                                |

# Writing An Escalation Letter

**M Carnoy**



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