Dear Mr Head of financial dept.

Good day

I hope this email finds you well. I wanted to talk about what I’ve noticed recently within the financial dept.

It seems there has been an issue with the morale of the dept, and I’m concerned about how this may be affecting the dept’s performance.

I really appreciate the hard work the dept has been putting in, but I believe we should take steps to improve the situation so I want to schedule a meeting to discuss the situation and develop plans for rewards to motivate the dept.

Thank you for your attention to this matter, and I look forward to working together to support our dept.

Thanks & best regards,

Ahmed Elmaghraby

CEO