

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to address some concerns regarding [specific issue or situation].

While I appreciate your efforts in [specific task or project], I have noticed some areas that require improvement. [Describe the issues in detail, providing specific examples and impact.]

I believe that addressing these concerns is important for [explain why it's important, e.g., team morale, project success, etc.]. I encourage you to consider [suggest potential solutions or improvements] to help enhance your performance moving forward.

Please know that I am here to support you in this process, and I am open to discussing this further. Let's work together to turn these challenges into opportunities for growth.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]