

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to you regarding the over-arching issues we have been experiencing lately. It has come to my attention that there are several under-performing aspects that need immediate attention.

First and foremost, I would like to address the matter of time-sensitive deadlines that have periodically been missed. It is crucial that we remain on track to meet our goals for this quarter.

In addition to that, I would appreciate your input on the following takeaways from our last meeting: ensuring that our team remains focused on high-priority tasks, and that we continuously improve our project-management strategies.

Thank you for your time and consideration. I look forward to your prompt response to these matters.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]