

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

[Manager's Name]
[Manager's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to express my concerns regarding the professionalism standards observed among some staff members within our team. It has come to my attention that there have been instances of unprofessional behavior that may impact team morale and the overall work environment.

Specifically, I have noticed [briefly describe specific incidents or behaviors]. These actions not only undermine our shared values but could also affect our service quality and reputation with clients.

It is crucial that we all adhere to the standards of professionalism expected in our roles. I believe that addressing these issues promptly will enhance our team's effectiveness and cohesiveness.

Thank you for your attention to this matter. I look forward to discussing this further and working together to foster a more professional atmosphere.

Sincerely,
[Your Name]