

Subject: Explanation for Poor Communication Flow

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent issues regarding communication flow within our team that have affected our project's progress.

Firstly, I would like to acknowledge that there have been several misunderstandings and delays in responses that have hindered our ability to collaborate effectively. These issues arose due to [specific reasons, e.g., overlapping responsibilities, changes in project scope, or unforeseen circumstances].

To mitigate these problems going forward, I propose implementing regular check-in meetings and using a shared communication tool to ensure everyone is updated on project developments and responsibilities.

I appreciate your understanding and am committed to improving our communication strategies. Please feel free to share any additional thoughts or concerns you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]