

Subject: Displeasure Regarding Missed Timelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to express my disappointment regarding the recent missed timelines on the [specific project or task]. As you are aware, we had established a clear deadline of [insert deadline date], which has not been met.

The delay has caused significant disruption to our workflow and has impacted our overall project deliverables. It is crucial that we adhere to agreed-upon timelines to maintain trust and efficiency within the team.

I kindly request a detailed update on the situation, including the reasons for the delay and the measures that will be implemented to ensure that we stay on track moving forward. It is imperative that we address these issues promptly to prevent future occurrences.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]