

Feedback on Communication

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide some feedback regarding our current communication practices within the team.

While I appreciate the efforts made to keep everyone informed, I believe there is room for improvement. Effective communication is vital for our success, and I feel that clearer protocols and more regular updates would greatly benefit our workflow.

Specifically, I have noticed instances where important information has been shared in a way that is not accessible to all team members. This has led to confusion and some delays in our projects.

I suggest that we implement more structured updates, perhaps through weekly meetings or a shared digital platform, where all relevant information can be easily accessed by the entire team.

Thank you for considering this feedback. I am confident that with better communication, we can enhance our collaboration and achieve our objectives more efficiently.

Best regards,
[Your Name]
[Your Position]