

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an ongoing issue that has been affecting our team's productivity and overall morale--specifically, a lack of cooperation among team members.

Over the past few weeks, I have observed several instances where communication breakdowns and individualistic attitudes have hindered our ability to work effectively as a cohesive unit. This has resulted in missed deadlines and a growing frustration among team members who are trying to collaborate effectively.

To address this issue, I propose that we organize a team meeting to discuss our challenges openly and identify ways to enhance our teamwork and cooperation. I believe that with positive dialogue and a renewed focus on collaboration, we can overcome these hurdles and achieve our common goals.

Thank you for your attention to this matter. I look forward to your thoughts on how we can move forward together.

Sincerely,

[Your Name]

[Your Contact Information]