

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the inadequate teamwork support within our department. Over the past few months, I have observed several issues that have hindered our ability to collaborate effectively and achieve our project goals.

Firstly, there has been a lack of clear communication channels which has led to misunderstandings and delays in project timelines. Additionally, the absence of regular team meetings has prevented us from sharing important updates and feedback.

I believe that addressing these concerns is crucial for improving our team's performance and morale. I urge you to consider implementing more structured support for teamwork, including scheduled meetings and enhanced communication strategies.

Thank you for your attention to this matter. I look forward to your response and hope for positive changes in our collaboration process.

Sincerely,
[Your Name]