

Letter of Concern

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to express my concern regarding [describe the issue briefly]. It has come to my attention that [provide specific details about the concern]. This matter has the potential to affect [mention any impact on individuals, teams, or processes].

In response to this issue, I have taken the following actions:

- [Action Taken 1]
- [Action Taken 2]
- [Action Taken 3]

I believe that addressing this concern promptly will lead to [mention expected outcomes]. I appreciate your attention to this matter and am open to discussing it further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]