

Letter of Concern Regarding Project Objectives Alignment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express some concerns regarding the alignment of our project objectives with the overall goals of [Company/Organization Name]. After reviewing our current project plan and the recent discussions in our team meetings, I have identified a few areas where I believe we may be misaligned.

First, [describe the specific concern or issue related to project objectives]. This could potentially impact our ability to [describe potential consequences].

Additionally, [mention any other concerns or observations]. I believe addressing these issues promptly will help us stay on track and meet our goals.

I suggest we schedule a meeting to discuss these concerns further and explore possible adjustments to ensure our project objectives align with the organization's vision. Please let me know your availability for this discussion.

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

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]