

Subject: Addressing Our Collaboration

Dear [Peer's Name],

I hope this message finds you well. I wanted to take a moment to address some recent interactions between us that I believe may be impacting our collaborative efforts.

Specifically, I have noticed [specific example of the issue], and I feel that it has affected [describe the impact on work or relationship]. I value our professional relationship and believe that by discussing this openly, we can enhance our teamwork moving forward.

I would appreciate hearing your perspective on this matter. Perhaps we could schedule a brief meeting to discuss our points of view and how we can improve our collaboration?

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]