

Date: [Insert Date]

To: [Leadership Team Name]

From: [Your Name]

Subject: Notification of Relational Tensions Among Peers

Dear [Leadership Team/Specific Name],

I hope this message finds you well. I am writing to bring to your attention some relational tensions that have been observed among several members of our team. It appears that these tensions are affecting collaboration and overall morale.

Specifically, I have noted the following concerns:

- [Concern 1]
- [Concern 2]
- [Concern 3]

I believe that addressing these issues proactively is essential to maintaining a positive and productive work environment. I would appreciate the opportunity to discuss this matter further and explore potential solutions.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]