

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the unsatisfactory communication I have experienced in our recent interactions. Despite my attempts to address [specific issue or topic], I have consistently encountered delays and insufficient responses.

This lack of effective communication has caused [describe any negative impact, if applicable], and I believe it is essential for us to establish clearer channels of communication moving forward.

I kindly request that we arrange a meeting or a phone call at your earliest convenience to discuss this matter further. I am looking forward to resolving these issues and ensuring a more productive exchange in the future.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]