

# Formal Notification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a concern regarding the lack of engagement observed in our recent interactions/projects. It has come to our attention that we have not been receiving the expected level of participation and communication from your side.

This lack of engagement can hinder our collective progress and may affect the outcomes we aim to achieve together. We value your contributions and would like to encourage a more proactive involvement in future discussions and activities.

Please feel free to reach out if there are any underlying concerns that may be impacting your engagement. We are here to support you and enhance our collaboration.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]