

Quick Email Complaint About Unmet Deadlines

Subject: Urgent Concern â€“ Project Deadlines

Hi [Manager Name],

I would like to raise a concern regarding missed deadlines on [Project Name]. These delays are impacting our workflow and client commitments.

Please let me know how we can address this issue quickly.

Thanks,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/complaint-letter-to-manager>