[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

I have been persistently monitoring employees reporting time from the past few weeks and have concluded that my employees are arriving late at work. I am deeply concerned with this late coming of the employees. I do understand the fact that heavy traffic during the morning is a great hurdle in managing punctuality but still, it is an integral part of efficient working.

Together we can talk about this and will surely devise a suitable solution to the problem as to avoid any future mishaps. Do remind me to discuss the issue in the upcoming meeting.

Sincerely,

[Your Name]

[Title]