[Your Name]

Managing Director

International Business Management (IBM)

Date

**RE:** [SUBJECT]

Dear Mr. /Mrs. XYZ,

I had earlier talked to you in this regard that my co-worker does not come up in time at the office. You are aware that these days we are working on a project whose deadline is appearing, but his continuous late comings are affecting our work. I am afraid that we will not be able to complete the desired task. I had even tried talking to him personally, but it has brought no good. So, with great hope, I am writing to you to please investigate the matter on your own and resolve the issue in a peaceful manner.

Sincerely,

ABC

Email. abcd@gmail.com