Mrs. Gorgia Sam  
3983 White Street, NYC  
New York, USA

20th April 20XX

The Managing Director  
GHK Group of IT Consultants  
Times Square 9-A80, NYC  
New York, USA

Re. The Concern for Unprofessional Behavior of Some Team Members

Dear Sir,

It is to bring into your kind attention that I am an IT Developer in your company. Recently I was given a new project to work on along with two of my other colleagues Mr. Zaid and Ms. Kassie Raton. The project was given to us declaring me as the project head and it was also held that the project working will be done in teaming. As you know when it comes to IT projects, working as a team becomes inescapable and imperative. The project has to be finalized and is due until the end of this month.

I am signing up my complaint against the other two members of my project team members who seem to be less interested and highly unprofessional with the task given to them. According to the working policy of the company which states that everyone has to play its role while working in groups or teams. I feel delighted in teamwork and proactive and efficient while working likewise.

I request you to warn Mr. Zaid and Mrs. Raton for their non-seriousness and unprofessional behavior. I suggest a penalty for their unprofessional attitude. The sooner you will get notice of my concern, the sooner will the project accomplishes in the given time frame in professional integrity. I hope you will understand the urgency of the current time span. It would be kind of you if you investigate the matter and provide the solution at your earliest.

Thank you.

Sincerely

(Sign)