Date:

To:

From:

Company’s name:

**Subject: Concern for the impact of bad management on sales**

Dear [Mention the name of the manager],

I am writing this letter to show my concern about the declining number of sales of our products. I have been observing the sales department and noticed several underlying issues that I believe became the cause of the inability of our sales team to boost sales.

First of all, I noticed that there is some kind of communication gap between the members of the sales team. Due to this, there was a disagreement owing to the specification of the product. Due to this, the product could not be designed in such a way that it can meet the needs of the customers.

Second of all, I have seen that the sales expectations were not explained well by the manager. The manager did not tell the goals of the company in terms of sales and therefore, the sales team was not seen as confused. Due to the poor performance of the manager and the entire sales team, the company has experienced a serious decline in its sales.

I am addressing my concerns because I believe that it will help you improve your performance. This way, the success of the company will be ensured. I expect you to take some necessary actions to improve your performance. I am also ready to provide you with the necessary support that you might need when you are taking steps to improve your performance.

Thank you so much for considering my concern

Sincerely,

Name of the sender