

**To:** [Management Name/Department]

**From:** [Your Name/Department]

**Date:** [Insert Date]

**Subject:** Formal Notification Regarding Interdepartmental Communication Bottlenecks

Dear [Recipient Name],

I am writing to formally bring to your attention several communication bottlenecks currently impacting the workflow between [Department A] and [Department B].

Our internal assessment has identified the following primary concerns:

- **Delayed Response Times:** Critical information requests are exceeding established turnaround times.
- **Information Silos:** Essential data is not being shared across departments, leading to redundant work.
- **Tool Fragmentation:** The use of conflicting platforms for project tracking is causing misalignment on deadlines.

These bottlenecks are currently resulting in [mention specific impact, e.g., project delays, increased costs, or decreased employee morale].

To resolve these issues, I propose the following actions:

1. Implementation of a unified communication protocol.
2. A joint meeting between department heads to sync on operational goals.
3. Streamlining the approval process for cross-departmental tasks.

I would like to schedule a brief meeting next week to discuss these points and develop a formal strategy for improvement. Please let me know your availability.

Best regards,

[Your Signature]

[Your Job Title]