[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

I appreciate your idea of creating and maintaining a comment and suggestion box for our valued employees. The very thought of doing it by adapting to the computerized system has impressed me.

It will be a great deal of benefit for our organization to have information regarding employee’s beliefs and values through the comment and suggestion emailing system. We work as a family towards achieving our goals. Accommodating your values with our thoughts will certainly bring huge results.

I have already forwarded your suggestion to the IT team of the company. They will contact you in a day or two, till then if you get any more ideas, please share it with us. It will be highly appreciated.

Sincerely,

[Your Name]

[Title]