[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

I am very pleased to inform you that your suggestion of implementing a thumbs impression for attendance has instantly clicked my mind. This will do wonders. It will help us in acknowledging that who attended the office and who was absent without any chance of possible error.

We need such innovative ideas by our people. This will certainly help us grow together as an organization. I have already forwarded your idea to our technical department. They will contact you at the earliest. Meanwhile, feel free to contact me anytime for any more ideas or information sharing. They will be warmly welcomed.

Sincerely,

[Your Name]

[Title]