[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

This is to inform you that your idea of equipping the library with computers has been widely appreciated. Employees like you are an honor for any institute. You prove to be an asset of ours. I not only appreciate your idea, but I am also very thankful to you.

Providing the students with library books and the computer system will help them jot down their ideas with safety i.e. no chance of information getting lost. Children will be able to work more efficiently in groups.

I have forwarded your suggestion to HR. They will contact you in the upcoming week.

Sincerely,

[Your Name]

[Title]