Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

We would like to thank you for your suggestion about switching to the new XYZ software for maintaining the company's database system. This update will surely make our management system more efficient as well as more cost-effective in the long run.

The company always welcomes useful suggestions from its employees. In fact, we encourage everyone to come up with innovative ideas for the progress of the organization. We, therefore, thank you for your proposal. Your concern about the advancement of the company is much appreciated.

Your idea is currently being reviewed by the board. You may be required to attend a meeting with the technical team in order to further discuss your idea. We would like to decide about the switchover within a week. After assessing the feasibility of the proposal, we would like to proceed with the implementation without any delay.

We hope to receive more useful suggestions from you in the future. Keep up your dedication and sincerity towards the company.

Regards,  
Your name