

Letter Responding Positively to a Suggestion Follow Up

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

We really appreciate your suggestion regarding the drinking foundations. We have accepted your suggestion and now we are thinking to install new drinking foundations after we are considering the whole cost of the project. We would like to say thanks to you for bringing the main task in our consideration and for investing your time in giving us the valuable suggestion.

[Your Name]

[Senders Title] -Optional-