

Letter to Suggest a Solution to a Subordinate's Problem

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I have been observing your office work and I thought to put some suggestions before you. I hope that these suggestions will not be unwanted. I have seen you are very talented person and your team is very hard working. The only problem which I have seen in your office is time management. I think that if you learn to manage your work properly then you get success in your professional life. Good luck for your work.

Sincerely,

[Your Name]

[Senders Title] -Optional-