

Letter Responding Negatively to a Suggestion

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I would like to tell you that I am very happy to read your suggestion regarding the remaining money. Your ideas were no doubt amazing however; our company has already decided what to do with that money. You will be happy to know that we have already donated our all money in charity. I would like to say thanks to you for being so thoughtful for us.

[Your Name]

[Senders Title] -Optional-