[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

This letter is to communicate some suggestions for your daily operations. I would like you to improve [mention suggestion or suggestions].

[Briefly explain the reasons and impacts of the given suggestions]. I hope that all these suggestions will improve the quality of your daily operations and will ultimately help in growing your business.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]