[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],

You know that I have always liked you because of your performance and professionalism. Yesterday, your presentation for the project was simply amazing. Our client was completely satisfied with the way you answered each and every question they asked.

However, I just want to suggest to you one thing. From now on, if you ever get a chance to present something in front of someone, make sure to add just a little bit of fun to your presentation like a joke or anything funny. I know you must be thinking that what’s the need for a joke in an official presentation?

Believe me, adding a little bit of fun to your presentation keeps your audience intact. It helps keep them stay fresh and active during the presentation. However, make sure to avoid any kind of offensive jokes.

I must say again that you have got some great communication and presentation skills. You are both talented and confident. However, if you take this suggestion of mine to improve yourself a little bit, it will surely have a great impact on your skills.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]