From,  
Mr. Travis M. Russo  
1254 Spring Street,  
Mount Zion, IL 63458

Date- 27th January 2017

To,  
3D, Block-56,  
2933 Spring Street,  
Mount Zion, IL 63458

Subject: Letter to Thank someone for advice or suggestion

Dear Mr. Donald,

This is to inform you that we at SC Technologies Ltd. are grateful for your insightful suggestions and would like to thank you for the same. Your suggestion regarding the installation of more water supplies in the park was helpful to us. As a matter of thanks, we are sending you a small token along with the letter.

We completely agree with your suggestion and would be very soon implementing it in our field of work. We are presently looking into the matter so as to read it from various angles. After the successful analysis, your suggestions would be put into real work. And very soon we would have enough water supplies in the park.

We would once again like to express our heartfelt gratitude for all the help that you have provided. Thank you so much for your advice.

Yours truly,

Travis M.