From,

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_ (mention the letter writing date)

To,

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Mention the subject]

Dear [Mention the name of recipient]

This is to inform you that we at \_\_\_\_\_\_ (mention the organization name) are really grateful to you for your insightful suggestions and would like to thank you for the same. Your suggestion relating to \_\_\_\_\_ (mention the reason) was really helpful to us and we would be really benefitted by this.

We would be starting our work on the advice that you have provided and would surely let you know the results. We completely agree with your idea 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 anal, sis your suggestions would be put into real work.

We would once again like to express our heartfelt gratitude for all the help that you have provided.

Thanking you,

Yours truly,

Your Name