

# Letter of Suggestion to Improvement

From,  
Craig Williams  
P.O. Box 372 5634 Montes Rd.  
Springdale MO 57692  
(545) 604-9386

25/02/2011

To,  
Calista Merritt  
Ap #938-5470 Posuere Ave  
Chickasha LA 58520

Subject: -----

Dear Calista Merritt,

I Zephaniah Sanders have been working with ----- (mention the company name) since ----- (mention the years) and would like to connect with you over ----- (mention the reason). As I have noticed the situation, I would like to suggest ----- (explain your suggestion in detail).

The suggestion will improve the overall performance of the company and will also bring the change in the quality of the product/service. This will enhance the overall image of the company and will bring all the positive aspects of the company into the limelight. In case of any query and any further information please feel free to contact anytime.

Thanking You,

Yours truly,  
Zephaniah Sanders  
3714 Nascetur St.  
Hawthorne Louisiana 10626  
(539) 567-3573

