

# Suggestion Letter to Boss

To,

Katelyn Cooper  
Manager  
6059 Sollicitudin Road  
Burlingame Colorado 26278  
(414) 876-0865

Dear Sir,

Hope you are doing great!

I Lee Preston working as ----- in the department ----- (mention the department) have been connected with the company since ----- (mention the years).

I have been noticing that our department requires some improvement in terms of overall performance and quality. We also need to look after the way the team functions and the tasks are assigned. Here is a list of suggestions that we need to make the team better and efficient.

List of suggestion:

I hope that you would consider my points and take them into consideration. In case of any query or further information, please feel free to contact me anytime.

Thank you

Lee Preston  
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