[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[phone number]

[Date]

[Recipient Name]

[Title]

[Company Name]

Dear [Recipient Name]:

It is a pleasure writing you this letter. Your valuable suggestion of installing CCTV cameras throughout the organization has helped solve my problem greatly. I am thankful to you for coming up with such innovative ideas.

I certainly appreciate your effort that you have put in the planning of your idea. Installing CCTV cameras will help us know for thefts if any takes place within no time. Matters will be resolved in no time. As an employee, you have thought well enough for the betterment of the company. I am pleased to inform you that I have already talked to the Managing Director about the idea. He too has admired your thoughtfulness nature. He will personally contact you at the earliest.

Sincerely,

[Your Name]

[Title]