This is a sample of Suggestion Letter.Mr. Johnson is writing a letter which carries his suggestions to his son (Mr.Ralf) about his son's (Mr. Ralf’s) career.

53 Gentling Road,
Singapore.

21st January 2005.

Dear Ralf,

I have received your loving letter from school and am glad to know that you are becoming responsible enough to decide on your career.

You are now in the school final year and are about to launch into more independent education in college. You know that a generation divides us as the norms and conditions of social life were different in my days. But all I can say as advice is that you must select a career wisely. The first consideration is your interests. You can only succeed in and feel happy when you do something you enjoy. Employment must be both gainful and satisfying. Then you must read up on the latest on the field you are aiming at and acquaint yourself with men and women in the profession of that specialization.

**When mind and heart function in unison, success is inevitable.**

No career is more or less important. It takes different people to set in motion the machinery of life. I thought your interests lay in the field of making T.V. films. Your very good communication skills, your active participation in school plays and the prizes you have won in oratorical competition make point in that direction. So a career in Mass Communication and T.V. film production prove lucky for you. If you succeed and make it that field, fame and fortune will both follow.

Think thousand times before take any final decision in the case of your career. Any how we want you to be a man of success and fortune.

We all know that you are matured enough to think for yourself.

With all the best wishes

Your loving father

*Signature of The Father*

Your Father