From,

Shyamlal Pathak,

Pathak and Sons,

Bandra,

Mumbai.

DD/MM/YYYY

To,

Aditi Gupta,

Keep Smiling Organisation,

Lower Parel,

Mumbai.

Subject: Suggestion Letter

Dear Sir,

I have been a client of your company for the past four years, and I am writing this letter to you to suggest some changes in your services. As you supply raw materials to construction companies, I have been noticing that the material that you have been providing for quite some time is not of the best quality. Also, the time of delivery is not fixed and keeps fluctuating, and some materials even after constant reminders are not delivered. I at this moment suggest

I at this time recommend improving your services by providing quality materials. Also, appoint news workers or be punctual while delivering the materials. Keep a record of goods and materials that are delivered and that are yet to be delivered. These are some important points that I wanted to mention.

I am sure if you improved all these aspects, even the best raw material providing company cannot beat you in the market. Hope you take these suggestions positively and improve your services as soon as possible.

Thanking You,

Yours truly,

Shyamlal Pathak.