

Letter Soliciting Employee/Customer Suggestions

This package contains:

1. Instructions & Checklist for a Letter Soliciting Employee/Customer Suggestions
2. Letter Soliciting Employee/Customer Suggestions

Instructions & Checklist for Letter Soliciting Employee/Customer Suggestions

- This package contains (1) Instructions & Checklist for Letter Soliciting Employee/Customer Suggestions; and (2) Letter Soliciting Employee/Customer Suggestions;
- This form is designed to assist you in drafting a letter for when you wish to ask your employees or customers for suggestions to improve business.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for being a vital part of [Company Name].

As a business, we strive to ensure our customers are completely satisfied by their experience with us. In addition, it is our goal that our employees have a safe and rewarding work environment.

To meet these dual goals, I am contacting you to request your input. If you have any suggestions or comments regarding our business practices, I invite you to share them. By proactively working to improve our business model, we hope to continue to meet the needs of both our customers and employees. Comments may be sent to the address above.

Again, thank you for being a part of the [Company Name] family.

Sincerely,

[Your Name]
[Title]