[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: THANKS FOR YOUR SUGGESTIONS**

Dear [CLIENT NAME],

It is with great pleasure to let you know that we are going to incorporate your suggestions into the development of our product.

We [YOUR COMPANY NAME] think you [COMPANY NAME] will be pleased to see the improvements that are going to be made on your behalf. We have tested the product and can assure you that all the problems flagged up in the past have been eliminated.

We thank you for your input.

We are pleased that you were willing to partake in this project and were so open in sharing with us your suggestions.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]