

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Confirmation of Employee Suggestion

Dear :

I have received your letter suggesting that employees be able to take a two-hour lunch, as opposed to the typical one-hour lunch. The information you provided supporting your suggestion of meal digestion and work productivity was very well organized and informative. We will review this information and contact you pertaining to it.

Sincerely,

N A M E