

## Preliminary Business Suggestion Letter to a Supervisor

Subject: Preliminary Suggestion to Improve Workflow Efficiency

Dear [Supervisor's Name],

I wanted to put forward an early suggestion that could help improve our workflow efficiency.

Currently, several tasks require manual approvals, which causes minor delays in our operations.

I propose a review of our approval hierarchy to identify steps that could be automated or delegated.

Even small adjustments could significantly speed up project completion and reduce bottlenecks.

If this idea aligns with management priorities, I would be glad to research specific solutions and share them in more detail.

Sincerely,

[Your Name]

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