

Professional Suggestion Letter to CEO for Process Improvement

Subject: Recommendation to Streamline Internal Approval Processes

Dear [CEO's Name],

I would like to propose a small change that could improve efficiency across multiple departments. Currently, our internal approval process requires several signatures for standard tasks, which sometimes leads to delays.

Implementing an electronic approval workflow or delegating certain authorizations could significantly reduce processing time without compromising oversight. I have researched a few tools that can integrate with our existing systems to support this.

I believe this step will help us enhance responsiveness, reduce administrative burden, and improve service delivery to clients.

Thank you for your attention to this matter. I would be happy to present a short proposal if needed.

Respectfully,

[Your Full Name]

[Your Department]

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