

Official Policy Review Response

Dear [Name],

We hereby acknowledge receipt of your formal suggestion dated [date] concerning [policy area or specific policy]. Your detailed proposal has been logged in our suggestion tracking system under reference number [reference number].

Your suggestion will undergo our standard review process, which includes evaluation by the Policy Review Committee, impact assessment by relevant departments, and consideration of implementation feasibility. This process typically requires 4-6 weeks for completion.

You will receive written notification of the committee's decision, including detailed reasoning for acceptance, modification, or declination of your proposal. Should your suggestion be approved, implementation timelines and recognition procedures will be communicated at that time.

We appreciate your engagement in our continuous improvement initiatives and your commitment to organizational excellence.

Sincerely,

[Your Name]

[Title]

[Department]

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