

Preliminary Evaluation Response

Dear [Name],

Thank you for your comprehensive suggestion regarding [complex topic]. The detailed analysis and supporting documentation you provided demonstrates significant research and consideration on your part.

Given the complexity and scope of your proposal, we will need additional time to conduct a thorough evaluation. Your suggestion touches on multiple operational areas including [areas], which requires consultation with various stakeholders and department heads.

We anticipate completing our preliminary assessment within [timeframe]. At that point, we will provide you with either a detailed response or, if the suggestion merits further consideration, an outline of next steps in our evaluation process.

Your initiative in identifying this opportunity for improvement is commendable, and we are committed to giving your proposal the careful consideration it deserves.

Regards,

[Your Name]

[Title]

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