![A picture containing indoor, bottle, table, bird

Description automatically generated]()

Dear Mr. Rex,

I am writing to highlight an issue about the air ticket recently booked by you. My booking reference number is #99836. The airline ticket is booked for one person on 12th Oct 2020 departing from Toronto at 8:30 pm to Vancouver.

Upon observing the ticket, I noticed that the name and mobile number mentioned in the ticket are misspelled. The name is spelled as “Tim Henkel” whereas I requested booking in the name of “Tom Henkel.” I further noticed that the cell number is also incorrect; the correct cell number is (876) -786-784. It is very crucial to have a correct number on the travel ticket since any delay in the flight timings or for any last-minute changes I can directly receive a text message from the flight operator.

I request you to kindly update the information mention in the email. I further request you to re-send the confirmation email to me as to notify the changes.

I want to thank you in advance for making the changes. I am aware of your commitment towards your clients in providing the timely resolution of the bookings.

I am looking forward to your response.

Thanks

Tom Henkel

![Graphical user interface, text, application

Description automatically generated]()

In my opinion, the company should consider providing an education benefit to the employees. There are some reasons why education benefits will empower the employees. The first reason is it will help employees to grow and learn new technologies. Our company remains a market leader because of adaptation to new technologies. However, Last year our company has hired outside consultants to do a state of the artwork which cost heavy revenue outflow from our company. If we enhance education of our employees and do all that work inhouse, then we can save on cash outflow. Encouraging employees to learn new technologies will add wings to the company’s successes.

Some of the employees want to add a fitness benefit; however, this will be of a limited usage. Some employees exercise in outdoors where no fitness club membership is required, whereas some employees prefer exercising in the gym. If fitness benefit is provided, the members who do outdoor workout will not be able to avail this offer; hence, participation will be limited.

At last, I want to thank the committee for providing a platform to voice my suggestions.