

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear \_\_\_\_\_ :

Congratulations on your recent (appointment to position, promotion, retirement, election to office, etc.). It is good to see someone as deserving as you rise to a new position and be appropriately recognized for it. I certainly want to encourage you to enjoy your new status. I trust that you will make the most of this new change and look forward to discussing it personally with you when we next meet or talk by phone. Once again, congratulations.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)