

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear :

Congratulations on your good news of  
(birth of child, marriage, social nomination, etc.). Without question, this is  
one of the greater moments in your life and will long be remembered as a very  
happy and momentous occasion. My very best to you. Enjoy and cherish this  
great occasion.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.