[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CONGRATULATIONS ON OUTSTANDING ACHIEVEMENT**

Dear [CONTACT NAME],

You have proven the disbelievers wrong, and you have accomplished what most said was not possible.

There is no doubt that your recent achievements will be spoken of for some time to come and that the admiration for your accomplishments is felt by all of us within the company as well as the industry.

Please accept my heartiest congratulations on your success.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]