[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: CONGRATULATIONS ON THE NEW COMPANY**

Dear [CONTACT NAME],

It is with great pleasure to read your announcement of the formation of your new company. You have certainly chosen an area that is coming into its own. We know that with your background, expertise and enthusiasm, your company is bound to make an impression in the industry.

We send out our greatest congratulations and best wishes for your success in the future.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]