[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: EXPANSION CONGRATULATIONS**

Dear [CONTACT NAME],

We at [COMPANY NAME] are excited to know that you have submitted your notice of expansion.

There are few companies that are able to boast of the success your Company has achieved over such a relatively short period.

We believe that a great deal of that success must be directly due to your strong leadership and the sense of direction you bring to the Company.

Please accept our heartiest congratulations and best wishes for your continued success.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]