

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am thrilled to extend my heartfelt congratulations on your recent promotion to Vice President of Marketing at [Recipient Company]. This achievement is a testament to your hard work, creativity, and dedication to driving innovative marketing strategies that resonate with audiences. Your leadership has been instrumental in [mention any specific achievements or contributions the recipient has made], and I have no doubt that you will continue to excel in your new role. Your vision and expertise will undoubtedly lead the marketing team to new heights. We look forward to seeing the exciting initiatives and campaigns you will spearhead in this new chapter of your career. Congratulations once again on this well-deserved recognition.

Wishing you all the best in your new position!

Warm regards,

[Your Name]  
[Your Position]