

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to extend my heartfelt congratulations on [specific achievement or occasion]. Your dedication and hard work have truly paid off, and it is a pleasure to see your efforts recognized.

[Optional: Share a personal anecdote or detail related to the achievement.]

This accomplishment is a testament to your talent and commitment, and I have no doubt that you will continue to achieve great things in the future.

Once again, congratulations! I look forward to celebrating this momentous occasion with you.

Warmest regards,

[Your Signature (if sending a hard copy)]

[Your Name]