

{First Name} {Last Name}  
{Address 1}  
{Address 2}  
{Town/City}, {County} {Postcode}

{#Date}

Dear {First Name},

Congratulations on your {#Major life step#!}! Every time we reach a milestone in our lives we stop and reflect on the past and how we arrived at our current place. I hope you realize how hard you have worked {#personally/professionally/academically#} to achieve what you have. There is no limit to what you can accomplish if you continue to do what you have been doing--being your best self in every sense of the word.

It is unfortunate that we cannot celebrate your {#Major life step#} together, but that is the consequence of living so far apart. I would like to be able to tell you in person how much respect I have for your accomplishments and how highly I think of you personally, but I can't. So I'm writing you this letter and sending all my best wishes with it. I'm very proud of you!

All the best life has to offer,

{#Username}