

Congratulation Letter to Friend

John Smith

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Jane Doe

456 Oak Avenue

Springfield, IL 62702

Dear Jane,

I hope this letter finds you in great spirits! I was thrilled to hear the wonderful news about your promotion to Senior Manager. Congratulations! This is a fantastic milestone, and I couldn't be happier for you.

Your hard work and dedication have truly paid off, and you deserve all the success that comes your way. I have always admired your perseverance and determination, and seeing you achieve this makes me incredibly proud.

Let's celebrate this incredible achievement soon. You name the place and time, and I'll be there to toast to your success!

Wishing you continued success and happiness in all your future endeavors. Keep shining and inspiring those around you.

Warmest congratulations once again!

With heartfelt best wishes,

John Smith