
Inform Letter To Friend

Emma Johnson

4567 Maple Street

Springfield, IL 62701

emma.johnson@example.com

(555) 765-4321

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Dear Sarah,

I hope this letter finds you in great spirits! It's been a while since we last caught up, and I wanted to share some exciting news with you.

Guess what? I recently got a promotion at work! Starting next month, I will be the new Marketing Manager at my company. It's a big step up from my previous role, and I'm thrilled about the new responsibilities and opportunities this position will bring.

Also, I've decided to take a short vacation to celebrate. I'll be heading to the mountains for a week-long retreat. It's going to be a perfect getaway to relax and recharge before diving into my new role.

I would love to hear what's been going on in your life as well. How are things with you and the family? Any exciting updates or plans for the summer?

Let's plan to catch up soon. Maybe we can meet for coffee or a weekend brunch once I'm back from my trip. I really miss our hangouts and all the laughs we share.

Looking forward to hearing from you soon!

Warmest regards,

Emma