

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
City, State Zip Code

Re: Congratulations on New Baby!

Dear Name:

I wanted to write in order to congratulate you on your new baby boy/girl. I am extremely happy and excited for you and I wish you all the best with the new addition to your family.

Sincerely,