

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 Recognition

Dear Name:

Congratulations on being recognized in Homeowners Magazine as the premier homeowner of the season! I saw the article while perusing through the magazine in the check-out line at the supermarket.

I know you spent many hours remodeling your home and the hard work finally paid off. To celebrate, I am inviting you and your family to a cookout on Saturday. Please give me a call so that we can make the final arrangements.

Once again congratulations and I look forward to your call.

Sincerely,