

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 Expansion

Dear Name:

Congratulations on the expansion of your restaurant. I was watching television on Wednesday and I saw the commercial advertising your new restaurant in the local area.

I wish you much success in your new endeavor!

Sincerely,