

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 Formation of New Company

Dear Name:

Congratulations on the formation of your new company. The services you are offering the local community are much needed and greatly anticipated. As a resident of this community, I am excited to have you here and I look forward to patronizing your establishment.

Sincerely,