

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

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Address Line  
City, State Zip Code

Re: Happy Graduation - College

Dear :

Congratulations on your graduation from {name of college/university}. This is quite an achievement. You have completed a very important part of your life and career. I hope that you learned as much out of class as you did in the classroom. College is one of the most monumental moments in one's life.

I would like to wish you the best of luck in everything. Once again, congratulations on your achievement.

Sincerely,

N A M E