

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 (High School)

Dear :

Congratulations on your graduation from high school. I am very proud of your accomplishment. This is a remarkable feat; you have successfully completed 12 years of academic work. You will never forget this moment and the events that have lead to this day. As you move forward in life, may you never forget these years.

Once again, congratulations on your achievement.

Sincerely,

N A M E