

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: Events - Happy Birthday

Dear :

years ago you were born. What a momentous occasion! The world has never been the same since that day. Every year on {month} {day} we celebrate your birth. I was writing to wish you a wonderful Birthday. I hope that this birthday is one of many great birthdays to follow. May this year bring wealth, health, and prosperity.

Happy Birthday!

Sincerely,

N A M E