

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
Company
Address Line
City, State Zip Code

Re: Congratulations on Passing the Medical Boards

Dear :

Congratulations on Passing the Medical Boards. You have made quite an accomplishment concerning your medical career. I wish you much success in your career. May you alleviate pain and heal all that come to you.

Sincerely,

N A M E