

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: Congratulations on Bat Mitzvah

Dear :

Congratulations on Bat Mitzvah. You are now a young woman. This is a pinnacle moment in your life. Bat Mitzvah is a very important point in your life. It is now that you take on responsibilities that are held by an adult. I am sure that you will bring much honor to your faith and your family.

Congratulations on reaching Bat Mitzvah as adult member of the Jewish people. May you reach your potential for greatness.

Sincerely,

N A M E