

## Graduation Congratulations Letter

**This package contains:**

1. Instructions & Checklist for a Graduation Congratulations Letter
2. Graduation Congratulations Letter

## Instructions & Checklist for Graduation Congratulations Letter

- This package contains (1) Instructions & Checklist for Graduation Congratulations Letter; and (2) Graduation Congratulations Letter;
- This form is designed to assist you in drafting a letter to congratulate someone on their graduation.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Congratulations on your recent graduation from [Learning Institution]!

I know how hard you have worked for this achievement. With your family and friends, I share my pride for your many accomplishments. The hard work and dedication that brought you to this day will undoubtedly take you far in life.

All my best wishes for the future!

Sincerely,

[Your Name]