

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

All your work -- the papers, exams, studying, and strain -- has come down to this. Your graduation is a milestone in your life, and everyone at [your own company] would like to congratulate you now that you are [First Name] [Last Name], [title, e.g. B.Sc., Ph.D., etc.].

I have enclosed a small gift to commemorate the occasion. You deserve all the compliments you'll receive for a job well done.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]