

[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]

Congratulations on the birth of your child from me and everyone at [your own company]. Of course we're pleased that everything went well, and we know you and [spouse's name] will make excellent parents.

I've enclosed [name of gift] to commemorate the event. We hope [child's name or the whole family] enjoys it. I look forward to meeting your young [son or daughter] and seeing you again soon.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]