

[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]

I was pleased to hear that you have been appointed as [Position] at [Company].
Congratulations. You certainly deserve the honor.

In the [time: 4 years, 6 months, etc.] we have done business together, I have always
thought of you as forthright, honest, and intelligent. I'm glad [Company] agrees.

I have enclosed a small gift to commemorate the occasion. All of us at [your own
company] wish you the best, and look forward to continued business success together.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]