

[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 your recent marriage. I know this is a hectic time for the two of you, so if there is any way we at [your own company] can help, please get in touch with us.

Both you and [spouse's name] are wonderful people, and I'm sure you'll have a long and happy life together. Good luck and best wishes.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]