**CONGRATULATIONS**

**ON FORMATION OF A NEW COMPANY**

**[INSERT COMPANY NAME]**

**[INSERT COMPANY ADDRESS]**

**[INSERT COMPANY CONTACT DETAILS]**

[INSERT MONTH DAY YEAR]

[INSERT NAME OF RECEIVER]

[INSERT COMPLETE ADDRESS OF RECEIVER]

**Subject: CONGRATULATIONS ON FORMATION OF NEW COMPANY!**

Dear Mr./Ms. [INSERT SURNAME OF RECEIVER],

Greetings!

We at [INSERT COMPANY] take great pleasure in reading your announcement in your formation of a new company, namely, [INSERT NEW COMPANY NAME]. We commend you for certainly deciding to open a new company within an area that is progressively developing. We know that with your expertise and your background, your company will surely make a good impression within the [INSERT TYPE] business industry.

From us at [INSERT COMPANY NAME], we wish for the best and for the success of your new company. Congratulations!

Sincerely,

[INSERT NAME OF SENDER]

[INSERT JOB TITLE OF SENDER]

[INSERT CONTACT DETAILS OF SENDER]