

Wedding Congratulations Letter

This package contains:

1. Instructions & Checklist for a Wedding Congratulations Letter
2. Wedding Congratulations Letter

Instructions & Checklist for Wedding Congratulations Letter

- This package contains (1) Instructions & Checklist for Wedding Congratulations Letter; and (2) Wedding Congratulations Letter;

- This form is designed to assist you in drafting a letter to congratulate someone on their wedding.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Congratulations on your recent wedding to [Name of Spouse]!

The start of a new marriage is always a time for celebration. The love of you and your spouse is an inspiration to all who know you. I wish you the very best for a marriage of enduring happiness and lasting friendship.

Again, congratulation on this momentous occasion!

Sincerely,

[Your Name]