

Engagement Congratulations Letter

This package contains:

1. Instructions & Checklist for an Engagement Congratulations Letter
2. Engagement Congratulations Letter

Instructions & Checklist for Engagement Congratulations Letter

- This package contains (1) Instructions & Checklist for Engagement Congratulations Letter; and (2) Engagement Congratulations Letter;
- This form is designed to assist you in drafting a letter to congratulate someone on their engagement.
- 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 engagement!

I was thrilled to hear that you and [Name of Fiancee] will be married. This momentous occasion is truly a time for celebration. I wish you the best for a joyful engagement and an enduring marriage.

Again, congratulations on this fabulous news!

Sincerely,

[Your Name]