

Informal Business Letter

Address
Zip Code

Date

Dear XYZ

My happiness knew no bounds when I got to know that you have finally cracked SBI – PO, and achieved your dream of working in SBI. I felt so pleased that I wished I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance brings good results. You were so much laborious and passionate about SBI that even facing failure last year you didn't give up and instead became more dogged about cracking it and finally you did it. My parents always give me example about your willpower. My parents were already confident that you would come out with flying colours this time and they were very much pleased to hear about your progress.

Please be encouraged and continue your hard work. Your future is very bright. My parents have sent you lots of love and hearty congratulations on your bright performance.

With lots of love and best wishes.
Yours lovingly, Sarita Mishra