

SAMPLE LETTER OF CONGRATULATIONS

(Date)

Bill and Linda _____
1234 Main Street
HOMETOWN, NE 68410

Dear Bill and Linda:

Congratulations on your 50th Wedding Anniversary!

The love and companionship you share with each other has been an inspiration to everyone who knows you.

Thank you for all the time and effort you have both put into our community. We pray that others will follow your wonderful example.

On behalf of the *(Business Name)*, a donation in lieu of flowers has been made in your honor to the Hometown Community Foundation Fund's unrestricted endowment.

The principal of the endowment fund remains invested forever...the interest it earns will be used each year to support worthy community projects like the ones you have supported and worked on during all the years you have lived in Hometown.

Have a great and memorable celebration.

Sincerely,

Brent Schmidt
President