Ms. Linda Lane

45 South High Street  
Columbus, Ohio 43265-6121

January 7, 2011

Ms. Amber Stone

Address

Dear Amber,

I hope this letter finds you in great health and spirit.  How is your family business going?  I have heard from friends that it is slowly but surely flourishing and I congratulate you for finally reaping the rewards of the time and effort you have spent in your venture.

As for me, I was able to find a terrific job right after graduating last year.  Aside from excellent pay and the various opportunities for career growth, I was also very lucky to meet the man of my dreams at my job!  He is a co-worker of mine and we have been dating for six months now.  We have so much in common and he makes me smile everyday.  That is why I am delighted to announce to you that we are now engaged!  What do you think about my decision?  Do right back soon and give me your honest opinion.

Regards to all,

Linda