Ms. Patty Chapman

Hall Green, Birmingham

West Midlands, B21 0HW

May 6, 2010

Ms. Eleanor Digby

Marsh Street, Bristol

Avon, BS1 6AQ

Dear Eleanor,

Hi there!  I write to you to share wonderful news.  I recently got promoted in my job and I wanted to share my good fortune with you!  Thank you so much for constantly writing to me to cheer me up and encourage me in my work.  Your friendly words really kept me optimistic and uplifted my spirit during the low times in my life.

I am so happy to hear news that you are also doing well in your work.  Life is really so great and the Lord is so kind.  Hard work and patience really pay off in the end, so let us just continue facing struggles with a warm smile and courageous heart.

Keep in touch dear friend!  Kind words and advice really go a long way, especially if we are in need of a friend to pour our hearts out to.

Love,

Patty