Elizabeth White

21 Goldhurst Terrace, Kilburn

London, NW6 8HB

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Sienna Williams

Hollywood, Birmingham

West Midlands, B48 5PP

Dear Sienna,

I was overjoyed upon reading your announcement that you are already engaged.  How are your preparations for the wedding progressing?  Don’t hesitate to inform me if I can be of assistance to you.  I have helped organize my sister’s wedding and have gained quite a lot of good pointers about making a wedding more special.

I do hope for your happiness as you ready yourself for married life.  Finding a partner in life is truly a blessing!  Life is full of joys and also trials, and we can face every struggle in life with somebody always by our side to help us and guide us.  I remember my own engagement and it was one of the happiest moments in my life.  Cherish every moment you have with your husband-to-be.

Keep in touch!  I will visit you as soon as I can take a leave from my office.

Warm regards,

Elizabeth