

Informal Letter Template: Sharing a Personal Achievement with a Friend

Sender's Address

(Optional for emails or casual notes)

Date

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to share some exciting news with you that I simply couldn't keep to myself.

Guess what? I have recently [describe your personal achievement, e.g., "passed my final exams with distinction", "got a new job at my dream company", "completed my first marathon", etc.]! I still can't believe it myself, and I'm absolutely thrilled.

It wasn't easy-there were times when I doubted myself and felt like giving up. But all the late nights, hard work, and your encouragement really paid off. I remember when we talked about my goals and you always told me to keep trying. Having your support truly meant a lot.

The best part was [share a personal anecdote or feeling, e.g., "seeing my parents' proud faces", "getting a congratulatory message from my boss", "crossing the finish line and realizing I actually did it"]. Moments like this make all the effort so worthwhile.

I can't wait to celebrate with you soon! Let's plan a meet-up or a call-I'd love to hear what you've been up to as well. Write back when you have time; I always look forward to your letters.

Take care and talk to you soon!

Warm wishes,
[Your Name]