

## Informal Letter Format: Congratulating Neighbor on Award

15, Maple Avenue  
Greenwood Park  
June 30, 2024

Dear [Neighbor's Name],

I just heard the wonderful news about your award, and I couldn't be happier for you! Congratulations! Your hard work and dedication truly paid off, and no one deserves this recognition more than you.

We've always admired your commitment, whether it was during those late nights or the times you lent a helping hand to others. It's fantastic to see your efforts being recognized in such a special way.

I still remember when we chatted about your dreams over coffee in the backyard, and now seeing you achieve them is inspiring. We're all so proud of you!

Wishing you many more moments of success and happiness in the future. Let's celebrate together soon!

With warmest congratulations,  
[Your Name]