**RE: EXPANSION CONGRATULATIONS**

Dear [CLIENT NAME],

We at [YOUR COMPANY NAME] are excited to know that you have submitted your notice of expansion.

There are few companies that are able to boast of the success [CLIENT COMPANY NAME] has achieved over such a relatively short period.

We believe that a great deal of that success must be directly due to your strong leadership and the sense of direction you bring to the [CLIENT COMPANY NAME].

Please accept our heartiest congratulations and best wishes for your continued success.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]

