**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am writing to send you my warmest congratulations about the newest addition to your family, baby Casey.

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I wish your new family all the happiness and blessings in the world.

Yours truly,

**[Write Complete Name Here]**

[Contact]