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

[Designation]

[Address]

[Contact]

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

The recent examination results have been released. As expected, you were one of those who made it. it was a pleasant surprised that we found your name among the top ten.

Congratulations! Your continued good performance is what we have expected from you and you have not failed us in any way. We are proud of knowing someone who keeps on achieving great results in spite of the hard times and challenges that keep on cropping up everyday.

I sincerely wish you more luck in your future endeavors. May you be blessed with a kind heart and humility. I hope that when you reach the top, you will still find it in yourself to care about the people below you. I have nothing but praises for you and I know you will continue to excel in everything that you do.

Wishing you more success!

Sincerely yours,

**[Write Complete Name Here]**

[Contact]