[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Congratulations on an Achievement**

Dear [name of the Recipient],

Your brother told me that you have topped the Taxation Exam of ACCA. On this great achievement, I would like to congratulate you from the bottom of my heart. Indeed it is a great achievement. Being your friend, I know that you have done a lot of preparation and hard work for your exams. I just want to let you know that I am truly happy about this achievement of yours.

May you always continue to work hard just like that for the upcoming exams. Again, a lot of congratulations to you and your family as this is a great moment of joy for you and your family.

Best of Luck!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]