To,

Ms. Suzanne Meneses  
Brand Executive,  
UVA Advertising,  
Canada.

Date: 13th May 20XX.

From,

Richard Lewis  
Brand Manager,  
UVA Advertising,

Canada,

Sub: Heartiest Compliments from UVA Advertising

Dear Suzanne,

I am writing this letter to compliment you on your hard work during the promotion of our new brand and planning the whole advertising campaign. I must mention that the hard work which you have put in the launch of our new brand has given us a tremendous response and the credit for all this goes to you. You have worked even on Saturdays to design the campaign and have executed the same in a very professional way.

I, on behalf of the management of UVA Advertising, would like to offer you a bonus of $4000 and wish that you will keep up the same spirit in our other brand launchings as well.

Congratulations once again.

Yours truly,

Richard Lewis.