To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Simple Encouragement Letter to Friend**

Dear [name of the Recipient],

Jenny told me about your decision to adopt a baby. I must say that it really is a kind and pure humanitarian gesture from you. I am very proud to have a friend like you who is jolly good and really caring.

Though it will be a big responsibility but don’t worry, I believe in you that you will manage all of these with ease. Don’t forget to let me know if I could be of any help to you. Best of Luck!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]