[Name of the sender]

[Insert the Sender's Address]

[Contact details of the sender]

[Insert the Date of sending the letter]

To,

[Insert the Receiver's Name]

[Insert the Receiver's Address]

[Name of the company]

Sub: Letter of Encouragement for Hard Times

Dear Mr. /Mrs. / Ms. [Insert the name of whomsoever it is concerned to]

May this letter find you in good health. First of all, I want to say that I have already heard about your tough time and situation.

I realize that this critical time of (mention the details of the problem) hard and disappointing situations makes you weaker mentally. Though I cannot imagine the mental condition you are going through right now, I can only say that don't lose hope and try your best to be strong.

We are who know you closely know that you are a very strong person; therefore, don't become weak in these tough times of your life.

From the first day of our meeting, which is now (Mention years) years, I know that you are not among those who don't give up easily. You know how to be a kind and hardworking person. Therefore, don't lose hope and have faith in your strong mind and nature. All people have to face some critical moments in their life as well.

So, don't feel down anymore, cheer up like you always do. With a smile of courage and confidence, you can easily break through any barrier in your life.

If you need anything or any kind of help, don’t forget to contact me. Just call me through (Mention details), and I will be present. You are always welcome to contact me at any time.

With regards,

Sincerely,

(Mention your name)