

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Christmas Best Wishes to Customers

Dear :

Christmas is a wonderful time of the year. It is a wonderful season focused on happiness, giving, and good cheer. would like to thank you for choosing us throughout the year for your shopping needs. It has been our pleasure helping you.

We would like to wish you and your family a wonderful and safe Christmas and a Happy New Year.

Sincerely,

N A M E