

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
Address Line
City, State Zip Code

Re: Thanksgiving

Dear :

Thanksgiving is a wonderful holiday to remember all that we have and give thanks for it. It is a holiday of happiness, family, and friends. It is also a holiday of good food and sharing. I would like to thank you for being such a special person in my life. I am truly thankful for people like you.

May you and your family have a wonderful and Happy Thanksgiving.

Sincerely,

N A M E