

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: Kwanzaa

Dear :

As we begin the seven-day festival celebrating Kwanzaa, may we remember the seven principles of this celebration as we start a new year:

umoja - unity

kujichagulia - self-determination

ujima - collective work and responsibility

ujamaa - cooperative economics

nia - purpose

kuumba - creativity

imani - faith

May you and your family have a wonderful Kwanzaa and a joyous New Year.

Sincerely,

N A M E