

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: Sweetest Day – Third Saturday in October

Dear :

Happy Sweetest Day. I am writing you to wish you a very Happy Sweetest Day. Let's not forget Herbert Birch Kingston's kind heart. The founder of Sweetest Day distributed candy to orphans, shut-ins and other forgotten folks to bring them happiness. Today, we celebrate Sweetest Day to not only remember the forgotten but our friends and family too. In recognition of Sweetest Day, I have donated \$ to {charity} in your name. But not to be left out, I sent you a box of chocolates.

Have a wonderful Sweetest Day!

Sincerely,

N A M E