

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: Administrative Professionals Day

Dear :

Happy Administrative Professionals Day! This day is to recognize all the wonderful administrative professionals that help us. I would like you to know that your help has been priceless. I could not do all that I accomplish if it was not for your assistance. I would like to say "Thank You" and give you a 5% raise to express my appreciation and gratitude.

Sincerely,

N A M E