

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: Presidents' Day

Dear :

This wonderful, democratic nation has seen its fair share of Presidents. The power of the vote has elected many men who have shaped this country. Today, let us remember the men that took on the colossal and honorable responsibility of being president.

Happy Presidents' Day!

Sincerely,

N A M E