

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: Christmas or Holiday Note to Friends or Family

Dear :

Happy Holidays! I wanted to write and wish you a Merry Christmas and a Happy New Year to you and your family. I hope that you have had a wonderful year. May your holidays overflow with mirth, happiness, and good tidings. I wish you a safe, happy, and prosperous new year.

From my family to yours, may you have a wonderful and safe holiday season.

Sincerely,

N A M E