

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: Holiday Letter to Stockholders

Dear :

Happy Holidays! I hope that you have had a wonderful and prosperous year. This has been a wonderful year for {name of company}. We are happy to be ending the year flourishing. We are excited to start the New Year. The New Year should be just as profitable as this past year.

I would like to wish you all a wonderful and safe holiday season. May your stockings be full of happiness, mirth, and good cheer.

Sincerely,

N A M E