

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
Company
Address Line
City, State Zip Code

Re: Credit – Christmas Extension Announcement

Dear :

In celebration of the holidays, {name of company} will be extending the holidays for our loyal customers. We will be offering a 0% interest rate on all purchases in the month of December. Please accept this as our Christmas gift to you.

May you have a safe and joyous holiday season.

Sincerely,

N A M E