

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Happy Labor Day

Dear :

Happy Labor Day! Did you know that Labor Day was created by the labor movement to observe the social and economic achievements of American workers? That means that you, me, and everyone else who works to make the United States a strong, prosperous, and great nation is honored by Labor Day. I wanted to say thanks for making this country great.

Sincerely,

N A M E