

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 Memorial Day

Dear :

Memorial Day is the day that we honor our ancestors, friends, loved ones, neighbors, and family that made the ultimate sacrifice for us. On Memorial Day, please remember these selfless individuals by:

- Visiting Cemeteries of our fallen heroes
- Visiting memorials
- Flying the US Flag at Half-Staff until noon
- Pledging to aid widows, widowers, and orphans of the fallen
- Pledging to aid the disabled veterans

These are a few ways to remember the great people that help to make this country great. Have a Wonderful Memorial Day.

Sincerely,

N A M E