

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

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

Re: Happy Boss's Day

Dear :

“B” is for your Brilliance, your wondrous glow,

“O” is for your omniscient presence; it's with you everywhere you go,

“S” is for your Style and flare, you have so much of it,

“S” is also for your strategic talent; it should be sold in a kit.

Today is Boss's Day. I would like to wish a very Happy Boss's Day to the greatest Boss in the profession.

Sincerely,

N A M E