

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

|                      |      |                         |
|----------------------|------|-------------------------|
| Name                 | Date | Return address:<br>Name |
| Address Line         |      | Address Line 1          |
| City, State Zip Code |      | Address Line 2          |
|                      |      | City, State Zip Code    |

Re: Happy Groundhog's Day

Dear :

The Groundhog saw his shadow...six more weeks of bad weather—but that's six more weeks of hot chocolate and cozy fires.

The Groundhog didn't see his shadow...it's Spring! Time for flowers and sunny days in the park.

No matter what the Groundhog sees, I hope you have a Happy Groundhog Day.

Sincerely,

N A M E