[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Christmas Credit Extension**

Dear [CONTACT],

This letter is in relation to a Christmas Credit Extension since it is always the case that we try to find a way of buying all our gifts for the holiday season without having to worry about paying for them until March?

We thought that a Christmas Credit Extension would be useful, and decided this would be an excellent way of saying thank you to our customers for shopping with us throughout the year.

Starting today, any purchase made to your account will not appear on your statement until [DATE]! This offer is available for you until Christmas Eve, [YEAR].

We hope this holiday offering will be advantageous to you, and that you come to see our Christmas season selections. Whilst you are shopping, make sure to drop by [LOCATION] for a complimentary [GIFT].

Best wishes for this holiday season.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]