[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: HOLIDAY WISHES**

Dear [CONTACT NAME],

We do hope that you value this time of the year as much as we do. We hope that you will enjoy this holiday season and we would like to take this opportunity to pass on out sincerest wishes.

We are also enclosing the financial results for the fourth quarter and year-to-date period ending [DATE] and hope that this will contribute to your holiday spirit.

May your [SPECIFY] season be filled with happiness and joy.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]