[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Date] [Recipient's Name] [Recipient's Address] [City, State, Zip Code] Dear [Recipient's Name], Wishing you a joyful holiday season filled with warmth and cheer! May this time of year bring you happiness and peace. Looking forward to creating more memories in the coming year. Best wishes, [Your Name]