

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

As the holiday season approaches, I wanted to take a moment to extend my warmest wishes to you and your loved ones. May this time of year bring you joy, laughter, and cherished memories.

Thank you for being a valued part of my life. I look forward to connecting with you in the coming year!

Wishing you a wonderful holiday season.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]