Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Please note that our office will remain closed on this Thursday due to Thanksgiving and we are giving an additional holiday on Friday so that, you all can have a lovely long weekend. Get your free coupons from the HR department as your Thanksgiving gift from us.

Come on Monday with a refreshed spirit. Happy Thanksgiving! Enjoy!

Regards,

Your Name