



HOLIDAY

[Insert Client Name]
[Insert Client Address Block]
[Insert Date]

[Name],

As [current year] comes to an end, we here at [company name] want to take a moment to thank you for your business and support. It has been an honor to work with [recipient company] this year.

As a reminder, my services offered include:
[insert services offered]

And my areas served are:
[insert areas served]

We wish you the best of holidays and look forward to working with you in the new year!

Thank you,
[Insert Signature]

[Insert Name]
[Insert Company]
[Insert Contact Info]