Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

ABC feels proud of the exceptional men and women who are our heroes. ABC CEO, John Doe sends a special message highlighting the importance of this day, "The sacrifices of our brave veterans and fallen soldiers are invaluable to us". Observing this holiday is, therefore, a sign of our respect for our highly esteemed servicemen.

We look forward to serving you again after this holiday.

Warm regards,

Name Here

Your Title