**Formal Christmas Letter**

Ms. Pakhi Chandak

President

Fashion Clothing Store

Ambawadi, Ellisbridge

Ahmedabad - 380006

December 16, 2011

Mr. Lavana Dhupam

President

Employees Group

Fashion Clothing Store

Dear Mr. Dhupam,

Warm holiday greetings to all the employees!

The management would like to convey its sincerest greetings of joy to all the staff and employees this Christmas season.  As Christians the world over celebrate this meaningful occasion, we join their celebration in solidarity.  It is a season of happiness and love, the messages of which we always emphasize in the company’s daily operations.  The company believes that these are important to be able to make quality products and be the best in the field.  We want our products to show our love to our customers and we want to make them happy and satisfied with our products.  We truly treasure our employees and customers alike.

Let this message shine in your hearts and show in your work and family life always!

Sincerely,

Ms. Pakhi Chandak