From,

Patrick Wilson,

56th Road, Vague Boulevard,

Wisconsin 53009

To,

Merry Welsh,

Wisconsin 52082

Dear Madam,

I, hereby, would like to inform you that our entire family would be out of home for a holiday season, which is just around the corner.  Since I have not taken my family out for a long holiday for the past couple of years, I would prefer to do so during this season considering that our family is having a great time to spend together.  Hence, I would prefer your family members to be coming along with us for a better company and also to have likeminded age group to be taken care of.

We have a great plan to spend at various locations which you have also suggested while planning previously, but which did not materialize.  I would like to make sure that your family too actively participates in every aspect of this great family holiday outing.  Your views and suggestions are eagerly awaited to be inducted very soon.  Hope, I receive your reply sooner.

Yours Sincerely,

Patrick Wilson