James Smith,

Assistant Accountant,

Wilson and Company Inc,

Washington-99006,

June 05, 2011

Charles Wilson,

President,

Wilson and Company Inc,

Dear Mr. Charles,

I with this letter would like to thank you for granting me holiday of 15 days for the Christmas. I did not enjoy my last couple of Christmases due to lack of holiday with my family.

This time by granting holiday on this occasion you have made it possible that I can spend some special moments with my family on such memorable occasion.

I requested for 15 days holiday because I wanted to take family on a trip of 10 days to Europe. So 15 days holiday would enough to go on the trip.

I wish you and your family that you all have a remarkable and happiest Christmas this year and happiest and prosperous coming new year.

Wish you Merry Christmas and Happy New Year!

Thank You,

Yours faithfully,

James Smith