Date

Mr. and Mrs. Hunna-Hunna

1010 Umpty Ump Lane

Power City NY 12345

Dear Mr. and Mrs. Hunna-Hunna:

I wanted to THANK YOU for participating in our Halloween Coloring Contest! I hope that you had fun with your drawing! You did such a wonderful job with your entry, and you should be proud of yourself! I sure am!

I have enclosed your “Certificate of Creativity” as we promised you’d receive. I hope that you have a special place to hang it so everyone can see your accomplishment!

Keep an eye out for our next event in the community. (HINT: It will be around the holidays!) I hope we have a chance to meet there.

Very truly,

Darryl Davis, REALTOR

Power Realty

P.S. – I have enclosed your picture, so you can show everyone what a great job you did!