9-19-2015

**Re: Hello from \_\_\_\_\_\_\_\_ (your first & last name)**

Hello \_\_\_\_\_ & \_\_\_\_\_\_,

Happy \_\_\_\_\_\_\_\_\_\_\_\_\_ (the new month)!

I wanted to share with you our best wishes for this new season (use this one 4x a year when the seasons change).

This seems to be a good year for many people. We hope it is for you and yours.

Please let me know if you’d ever like to discuss anything.  Our contact information is always at the bottom of all of our emails (below).

Sincerely,

Sam Wizard,  Architect     ArCH /NCARB

555-555-5555

MyEmail@MyEmail.com     |      www.my website.com

My company’s legal name. My license numbers