3rd August 20XX,

Pooja Singh,

234, Park view Apartments,

Mumbai.

Dear Pooja,

It is indeed very rare in these days to find true friends on whom we completely rely and trust. Yet when we find such true friends, it is also so easy to take them for granted. The real gift is the love that Christmas brings, and the togetherness that is shared in one name. It is not about how many lights are on the artificial tree or how much you spend or how many gifts you get or give.

Christmas is here and it is finally time to celebrate with all our near and dear ones. This year we approach the holiday season with a fresh attitude. We are inviting all our loved ones to share and participate in the tree trimming ceremony. Good friends are blessing. We will be waiting for your presences on the Christmas day.

Yours loving friend,

Anusha.