***Dear [first name]***

 *The Christmas season is coming with great steps. The cities are crowded with people, Christmas markets delight their visitors and mulled wine stalls pop up like mushrooms. Candle lights and Christmas trees fill our houses. Preparations are made everywhere to make Christmas [The current year] something very special.*

*As I write this little Christmas greeting to you, I have made a cup of tea and put the box of Christmas biscuits on the table. All the hectic of the Christmas preparation is now far away and I can write you this letter.*

*Thank you for being such an important part of my life. I hope you find in this lovely season many reasons for happiness. Sending you my best wishes for a fabulous festive season.*

*Merry Christmas and a Happy New Year!*

*Yours*

*[first name]*