

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I appreciate you collecting my mail last Saturday when I was away from my home. It is a great comfort to know that there is nothing to worry about when we are gone. I would just like to take this opportunity and let you know that you can trust me and do the same when you are outstation. I am aware of how much you love cherries and got some back from (City Name) for you!

We appreciate you taking in our mail last week while we went up north. It is always a comfort to know we don't have to worry about anything when we're gone. You know you can trust us to do the same in return! We hope you like cherries because we brought some back from Traverse City for you!

Thanks again!

(Sender Name)