

End-of-Year Greeting Card Schedule

Dear [Recipient's Name],

As the year comes to a close, I want to take a moment to express my gratitude and best wishes to you. Please find below our timeline for sending out our end-of-year greeting cards:

- **November 1:** Finalize the list of recipients
- **November 15:** Choose and design the greeting card
- **December 1:** Print the greeting cards
- **December 10:** Address and write personal messages
- **December 15:** Mail the greeting cards

Wishing you a wonderful holiday season and a happy new year!

Sincerely,
[Your Name]