Holiday Card Distribution Timeline

Dear [Team/Family/Friends],

As we approach the holiday season, we are excited to share our timeline for distributing holiday cards this year:

- **November 15:** Finalize card design and order printing.
- **November 30:** Receive printed cards and start preparing them for distribution.
- **December 5:** Begin addressing and signing cards.
- **December 10:** Completion of addressing; final checks on all cards.
- **December 15:** Start mailing and distributing cards.
- **December 20:** Ensure all cards are sent to reach recipients by Christmas.

Thank you for your attention, and let's spread the holiday cheer!

Best regards,
[Your Name]