

Dear (Child's Name),

Did you know that all my elves have been talking about you? They are all very impressed that you have (Personal Accomplishment) this year. Mrs. Claus and I are proud of you too!

The elves and I have been busy building toys and getting my sleigh ready for the big trip. Mrs. Claus is hard at work making me a new outfit. It seems that I've outgrown my suit from last year! The reindeer are training each day, so they'll be ready for the big Christmas Eve journey!

So, you can see we're keeping busy, but we're looking forward to visiting (City) and stopping at your house. I understand that you have asked for a new (Present) from Santa this year. The elves and I are searching the Toy Workshop to see if we might be able to find it for you!

Don't forget to hang your stocking out with care!

Merry Christmas and Warmest Wishes!

Love, Santa