

Dear (Child's Name)

Rudolph just whispered in my ear that the sleigh is nearly packed. He can hardly wait to lead the reindeer with my sleigh full of toys on our long trip to visit the homes of good boys and girls. The elves are busy putting bows and ribbons on the last of the presents.

I just had to take a minute to write to you and tell you that I am very pleased with the good reports I have received about you. I see that you have (Personal Accomplishment) this year!

The reindeer and I are planning to arrive in (City) just after midnight to deliver your gifts. Please be sure to hang your stocking and be in bed early as Christmas is such a busy day!

Well, Mrs. Claus is calling me for dinner, so I have to get going. Keep on being a good (Gender) and Merry Christmas to you and your family!

Merry Christmas and Warmest Wishes!

Love, Santa