

Dear (Child's Name)

Not long from now, I'll be leaving the North Pole for my long trip on Christmas. Although it's a long journey, I am looking forward to visiting you in (City)!!

My elves tell me that you have (Personal Accomplishment) this year, that's excellent! Being (Age) is tough and you are such a smart (Gender) for your age. I'm so proud of you! Please remind (Friend's name) to be good as well!

I must go now to check on the busy little elves in the workshop where they are making all the toys and gifts for the good boys and girls. I think I saw them making a new (Present) for you! We will be loading the sleigh soon and heading your way!

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.

Merry Christmas and Warmest Wishes!

Love, Santa