Santa Letter Order Form – PLEASE PRINT OR TYPE
You only need to fill in the items needed for your chosen letter type
Complete one form for each child
(Not all blanks will be filled – depends on the letter)

Sample Letter # (1-22)	
Child's Name	
City	
Family Members (Parents, Grandparents, etc)	
Relative Title (Mommy, Daddy, Papa, Sister, etc)	
Sibling Name	
Age (in months if less than 1 year)	
Gender	
Friend's Name	
Present	
Personal Accomplishment	
Teacher's Name	
Grade	
Something Personal (add a post script to any letter that doesn't already have one)	
Mail letter to: (first & last name, address, city, state)	

Total Number of Letters: 1 X $3.50 = $3.50 or _____ X $3.25 = _____		
Name:	**Dept:**	**Ext:**

Attach check to your order form(s). Make check payable to CSU-Pueblo. Forms and payment must be received by Wed. Nov 28th to Vicki Becker in Payroll (Admin 209A) or Vicki.becker@csupueblo.edu.