

*Dear (child's name)*

*Greetings from the North Pole! It's already getting really cold here and everything is covered with snow. It's really very beautiful! I am looking forward to coming through (child's state), so I can drop off some special presents on Christmas Eve. You've been so good that I'm sure to put (child's city) at the top of my list of places to go that night.*

*We have so much to do here at the North Pole to get ready for Christmas! The elves, the reindeer, Mrs. Clause and I are already working hard every day. There are so many presents to prepare this year because so many boys and girls have been very good, just like you! You're (name and relationship of person sending letter) has told me that you'd love to have a (item child asked for) for Christmas this year. The elves and I will sure try hard to bring you one, (child's name). I always make sure the elves get a break each afternoon from all their hard work. Just yesterday they had a huge snowball fight outside the workshop. Even the reindeers, Mrs. Clause and I joined in the fun.*

*Keep being very good (child's name) so you can help make this Christmas a great one. I can't wait to stop by your house. Please don't forget to leave a small snack because the reindeer and I get so hungry from all the hard work delivering all the presents on Christmas Eve. Well (child's name) I really have to go now as we still lots of presents to make.*

*Merry Christmas!*

*Love,*

*Santa Clause*