Dear [Child’s Name],

Thank you for writing to me. I’m sure you know we are very busy here at the North Pole so close to Christmas, but I have just enough time to write back to you. The elves are off building toys and making up new Christmas Carols right now, while the reindeer have been practicing their takeoff and landings every day. Mrs. Clause has been busy as well, my suit needed some mending, I seem to have ripped it last Christmas coming down a chimney.

Of course, I have been very busy myself, checking my lists and reading letters from boys and girls all over the world. It appears that you’ve made it on to the nice list this year. I know you have been working very hard to [INSERT ACCOMPLISHMENT HERE]. You are doing a great job, I am very proud of you!

I see that you’ve asked for [INSERT GIFT HERE]. My elves and I will do our very best! In the meantime, keep up the good work! Christmas will be here before you know it, and I can’t wait to visit [INSERT TOWN HERE]. You are one of the very first names on my list, so please make sure you go to bed on time Christmas Eve.

I will see you very soon. Please say hello to [INSERT SIBLINGS/FRIENDS NAME HERE] for me, and remind them to be on their best behavior as well.

Merry Christmas!

Santa Claus