(use Christmas Letterhead)

Dear <<first\_name>>,

I look forward to Christmas all year long because I love visiting the little children all over the world and bringing them gifts. I’m especially looking forward to seeing you soon in <<suburb>>.

We’ve all been very busy here at the North Pole. Some elves have been tuning up my sleigh so it’s ready to fly on Christmas Eve, while others have been putting the finishing touches on all the toys in my workshop. The elves are trying their best to build your favourite toy this year.

Well, I have to go check on the reindeers and see if they’re getting in shape for the big night. Rudolph said to tell you hello. He’s been working out with all the other reindeers, and he’s very excited we’ll be visiting you in <<suburb>>.

Don’t forget to leave out some food for the reindeers. They work up a huge appetite flying all around the world.

Have a wonderful Christmas!

Love,

Santa