

Dear <<First Name>> ,

Well another Christmas is coming up soon. As you know I am making my list, and of course checking it twice. This year my list is telling me that you have been a very good <<Gender>> this year. I was just telling Mrs. Claus the other night how well you have been doing <<Name up to 3 accomplishments that Santa should mention here.>>

The elves have been working really hard to get things ready for my trip on Christmas Eve. They have been getting the sleigh tuned up and the toys all ready for my trip. By the way, I have heard that you are really hoping to find <<Name up to 3 gifts the child is hoping to get here.>> under the Christmas tree this year. I will do my best to see about getting those for you this year.

The reindeer have been getting exercise so they can be ready to pull my sleigh all over the world. I have been making sure they eat right and do their stretches before they play the reindeer games. Well I am going to get going and help get things ready for my trip. Oh and next time you see <<Name up to 3 special people Santa should mention here.>> tell them to be good so Santa can come and visit them on Christmas Eve.

Love,

Santa Claus

PS – Mrs. Claus wanted me to remind you to leave some cookies and milk out for me.