

To My Friend <<First Name>> ,

Christmas is just about here and I have been checking my list so I know who is being naughty and who is being nice. It looks to me like you have been a very good <<Gender>> this year. The elves have been working hard to get everything ready for my trip on Christmas Eve.

Mrs. Claus was telling me the other day she had noticed that you have been working really hard at <<Name up to 3 accomplishments that Santa should mention here.>>. Keep up the good work. We both think that you deserve something special for Christmas this year, and we heard you are really hoping to find <<Name up to 3 gifts the child is hoping to receive here.>> under the tree.

It won't be long before the elves and I will be getting my sleigh packed up so I can make my trip around the world. Remember to get to bed early on Christmas Eve so you are rested for the next morning. I have to go for now, I am the referee at the reindeer games. By the way, when you see <<Name up to 3 special people Santa should mention here.>> tell them I said hello and I will be seeing them soon.

You're Friend,

Santa Claus

PS – Rudolph wanted me to ask you if you would leave some carrots out for him and the other reindeer, they get really hungry pulling my sleigh.