

Hello <<First Name>> ,

Christmas will be here very soon. As you know I am making my list and checking it twice. This year you have been a very good <<Gender>> because you are on Santa's nice list. Mrs. Claus and I were talking the other day and I was telling her how well you have been doing <<Name up to 3 accomplishments that Santa should mention here.>>

All the elves are working very hard to get everything ready for my trip on Christmas Eve. They are tuning up my sleigh and packing all of my bags full of toys for my trip. I 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 see what I can do to get those things under your tree this year.

The reindeer have been exercising and playing reindeer games so they are in shape to pull my sleigh. I have been making sure they eat right, brush their teeth and get to bed early. It is time for me to go now so I can help Mrs. Claus and the elves get things ready for my trip. Next time you see <<Name up to 3 special people Santa should mention here.>> let them know to be good so I can 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.