

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: From Santa to Child

Dear :

I just got your letter. I am so sorry for the delay. I just got back from vacation. Mrs. Claus and I went to Australia. It was very nice, but the reindeer did not like the kangaroos. It was wonderful to get a letter from you. I love getting letters. To answer your question, I wear red and white because Mrs. Claus likes red and white. Oh, peanut butter cookies are my favorite.

Your Mommy told me that you have been a very good boy/girl. Don't worry, I will not count the glue accident against you. Do you know what you want for Christmas? You can tell one of my helpers at the mall and they will give me the message.

Have a wonderful Christmas and be good.

Love,

Santa