Dear [Name]

Merry Christmas! The elves and I have been busy getting ready for Christmas, and I’m really excited to be visiting your home in [Town].

Have you been a good [Boy or Girl] this year? I’ve been making a list and checking it twice, and it says that you’ve been nice! I heard that you [insert accomplishment here]. That’s quite an accomplishment! I’m very proud of you! Remember to [insert thing they need to work on].

Mrs. Claus has been busy making Christmas cookies for all of the elves so that they have plenty of energy to build lots of toys for good girls and boys all over the world. Your [mom and dad] told me that you want a [insert gift] for Christmas, and I’m going to do my best to bring you that or something else that the elves made specifically for you!

Rudolph and the other reindeer are all very happy that we’re going to be visiting you again soon. He said to that he will try to be very quiet when we land the sleigh. Make sure you are asleep when I get to your house! My magic only works when all of the good boys and girls are fast asleep!

Merry Christmas! Ho Ho Ho!