



## Letters to Santa: Instructions

Write a letter to Santa and his elves – and he'll write back! Be sure to include your return address on the envelope. Mail your letter by December 10, 2020 to give Santa enough time to send a letter back.

1. **Start your letter with a greeting or salutation.** A salutation is just a very fancy name for the part of the letter that says "Dear Santa." You can also address it to Santa Claus, Father Christmas or St. Nick. Santa has many names, so you can use the one you know.
2. **Ask Santa about his family.** When writing a letter, it's polite to ask about the recipient's family. You can ask how Mrs. Claus is doing or how the reindeer and elves are. Or you might also want to inquire how things are coming along for Christmas.
3. **Make sure Santa knows you should be on the Nice list.** Every year Santa makes a list and checks it twice to see who's been naughty and nice. Be sure to tell Santa that you've been good this year. You might want to give him some examples of nice things you've done, like listening to your parents, being nice to your brother or sister or trying hard in school.
4. **You can ask for toys.** Now that you've asked Santa how he's doing and let him know that you've been nice, you can ask him for your favorite toys.
5. **Thank Santa.** Be sure to end your letter by thanking Santa for bringing you presents. You'll be sure to stay on the Nice list if you are polite.
6. **Add a closing and your signature.** Above your signature, you will want to add a closing word or phrase such as "Sincerely" or "Best wishes," or "Your friend." Then sign your name below the closing, fold the letter and put it in the envelope.
7. **Address the envelope** with:

Santa Claus  
North Pole, Canada  
HOH OHO

**IMPORTANT:** To get a letter back from Santa, write your full name and address on the top, left hand corner of the envelope. This is the return address. Letters to Santa are free of charge — you don't need postage to send or receive a reply.

8. **Give the envelope to your parent or another adult to send as soon as you can.** They will send your letter to the North Pole so Santa knows what you want for Christmas.

Lined writing area with 20 horizontal lines for text entry.



Help Fox and Rabbit find their way to Santa and Moose.

