



## 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 **Friday December 10, 2021** to guarantee a reply before the holidays!

1. Start your letter with a greeting like "Dear Santa" or Santa Claus, Father Christmas, or St. Nick. Santa has many names!
2. 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.
3. What to write about? Ask Santa how he's doing, let him know that you've been nice, and you can ask him for your favorite toys.
4. Thank Santa. Be sure to end your letter by thanking Santa for bringing you presents. Then you'll be sure to stay on the 'nice list'!
5. Add a closing to say goodbye. Add a closing word or a goodbye such as "Sincerely" or "Best wishes," or "Your friend." Then sign your name below, fold the letter, and put it in the envelope.
6. Add Santa's address to the front of the envelope:

**Santa Claus**

**North Pole, Canada**

**HOH OHO**

IMPORTANT: To get a letter back from Santa, write your **name and address** on the top, left hand corner of the envelope. This is the **return address**.

7. Give the envelope to an adult to send. Letters to Santa are free – **you don't need postage**.



Decorate and colour the sugar cookies.

