

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

Dear Santa Claus,

I hope this letter finds you well at the North Pole! My name is [Your Name], and I am [Your Age] years old. I have been very good this year, and I am excited to tell you about all the things I have been doing. This year, I would like to ask for [List of Gifts or Toys you would like]. I promise to take good care of them and share with my friends and family.

I also want to let you know that I will leave some cookies and milk out for you on Christmas Eve, and some carrots for the reindeer!

Thank you for all the wonderful gifts you bring every year. I can't wait to see what surprises you have for me this Christmas!

Wishing you and the reindeer a safe trip!

Sincerely,

[Your Name]  
[Your Contact Information]